

# USERS OPERATIONS GUIDE FOR THE NASA ONLINE SUPPLY CATALOG

Release 4.0

UNITeS Contract

July 2004



National Aeronautics and  
Space Administration

**George C. Marshall Space Flight Center**  
Huntsville, AL 35812

## Table of Contents

Customer Ordering	1
Stock Status Codes	1
NOSC Login Process	2
Warning Screen	2
Login Screen	3
Login Failed Screen	4
Session TimeOut Screen	5
NOSC Home Page	6
Search Options	7
Search by NSN	8
Asset Selection Screen	9
Search by Part Number	11
Search by Part Number Screen	12
Search by Generic Name	13
Search by Generic Name – Technical Name Screen	13
Matching Generic and Technical Names Screen	14
Group Descriptions Screen	15
Technical Name Detail Screen	16
Search by Technical Name	17
Search by Technical Name – Generic Name Screen	17
Search by Last Service	18
Search by Last Service Screen	19
Search by Max Allowable Pressure	20
Search by Maximum Allowable Pressure Screen	21
Search by Component Size	22
Search by Component Size Screen	23
Search by Max Working Temperature	24
Search by Maximum Working Temperature Screen	25
Search by Min Working Temperature	26
Search by Minimum Working Temperature Screen	27
Search by Manufacturer Name	28
Search by Manufacturer Name Screen	29
Search by Relative Pressure Rate	30
Search by Relative Pressure Rate Screen	31
Search by Serial Number	32
Search by Serial Number Screen	33

Search by Body Material	34
Search by Body Material Screen	35
Search by End Connection	36
Search by End Connection Screen	37
Search by End To End Dimension	38
Search by End To End Dimension Screen	39
Scan Options	40
Description of Scan Screens	41
Scan by NSN Screen	42
Scan by Part Number Screen	43
Scan by Generic Name Screen	44
Scan by Technical Name Screen	45
Asset Selection Screen	46
Catalog/Asset Detail Screen	47
View Picture Button	48
Image Displayed Screen	49
Image Not Available Screen	50
Non-Traceable Asset	51
Program Stock Quantity Request Screen	54
Order Request Screen	57
Asset Description Section	57
Accounting Info Section	58
IFMP Accounting Info Section	59
Source Document Number and Multi-Line Control Number	60
Delivery Info Section	61
Quantity Request Info Section	62
Save or Clear Data	63
Multi Line Print Option	64
Traceable Asset	66
View Trace Quantity Screen	69
Criteria Code Status Screen	70
Traceable Asset Order Request Screen	71
Asset Description Section	71
Delivery Info Section	72
Source Document Number and Multi-Line Control Number	73
Accounting Data Info Section	74
IFMP Accounting Info Section	75

Traceable Order Info Section	76
Save or Clear Data	77
Multi Line Print Option	78
Order History	81
NOSC Order History Request Screen	82
NOSC Order History Screen	83
Administration	84
Administration Screen	85
Adding New User Information	87
Add New User Screen	88
Querying User Information	92
Query User Screen	93
Updating User Information	94
Update User Data Screen	95
Deleting User Information	98
Delete User Screen	99
Listing of NOSC Users	101
Broker Admin	103
Querying Broker Information	104
Updating Broker Information	106
User's Guide	109
Help	111
Help Screen	112

# **NOSC (NASA Online Supply Catalog)**

## **CUSTOMER ORDERING**

The **NOSC** application combines a catalog query process and customer ordering process within the same application. Anyone with a valid login id can query the catalog to locate items. Only those authorized can order items. All available supply items can be viewed. This includes JIT contract items (warehoused by the vendor) along with store, program and stand-by stock items.

**NOTE:** For MAC users using IE 5.0, NOSC will run under this browser but some visual anomalies may occur.

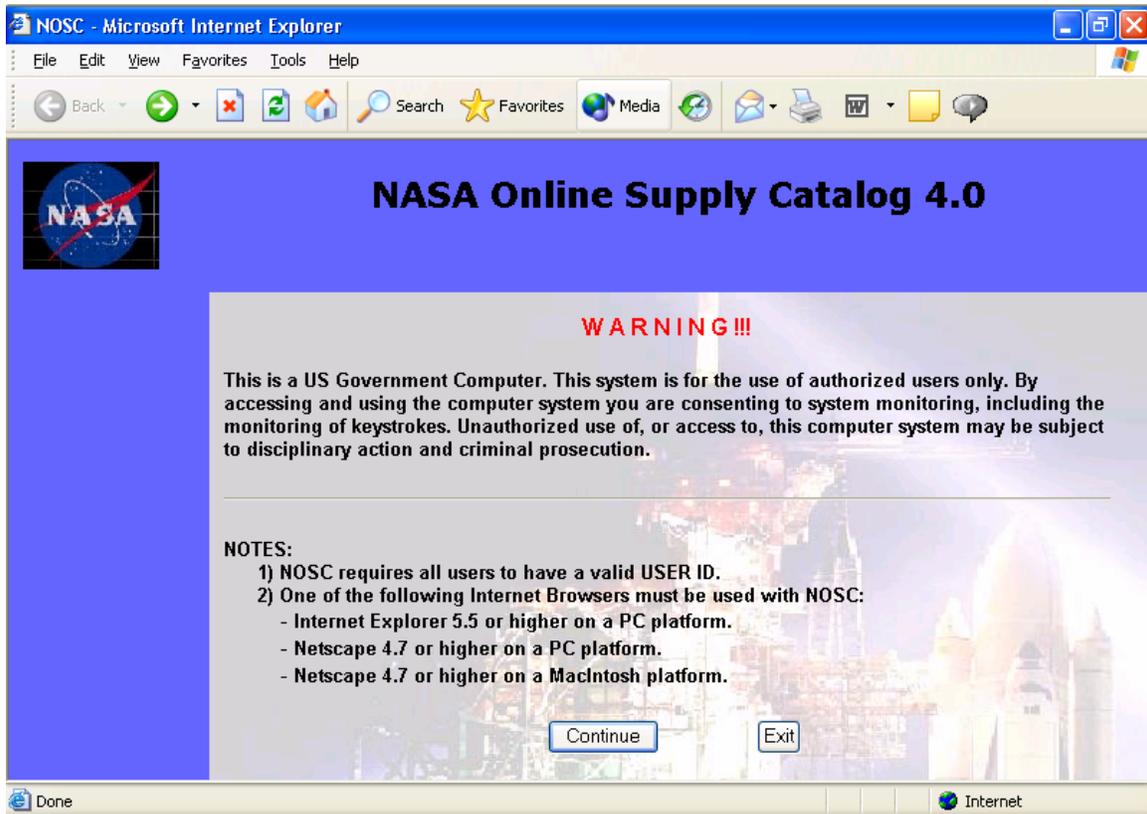
## **STOCK STATUS CODES (SSC)**

STORE STOCK assets are those items still warehoused and available directly from the center (stock status code of '1'). STAND-BY STOCK assets are those items at the center with a stock status code of '3'. PROGRAM STOCK assets are those items at the center with a stock status code of '2'. JUST-IN-TIME (JIT) assets are those items available directly from a vendor. The vendor has agreed to ship and deliver the item to the customer within an agreed period of time. DIRECT STOCK assets are other items provided by the vendor but not identified by contract as JIT.

## NOSC LOGIN PROCESS

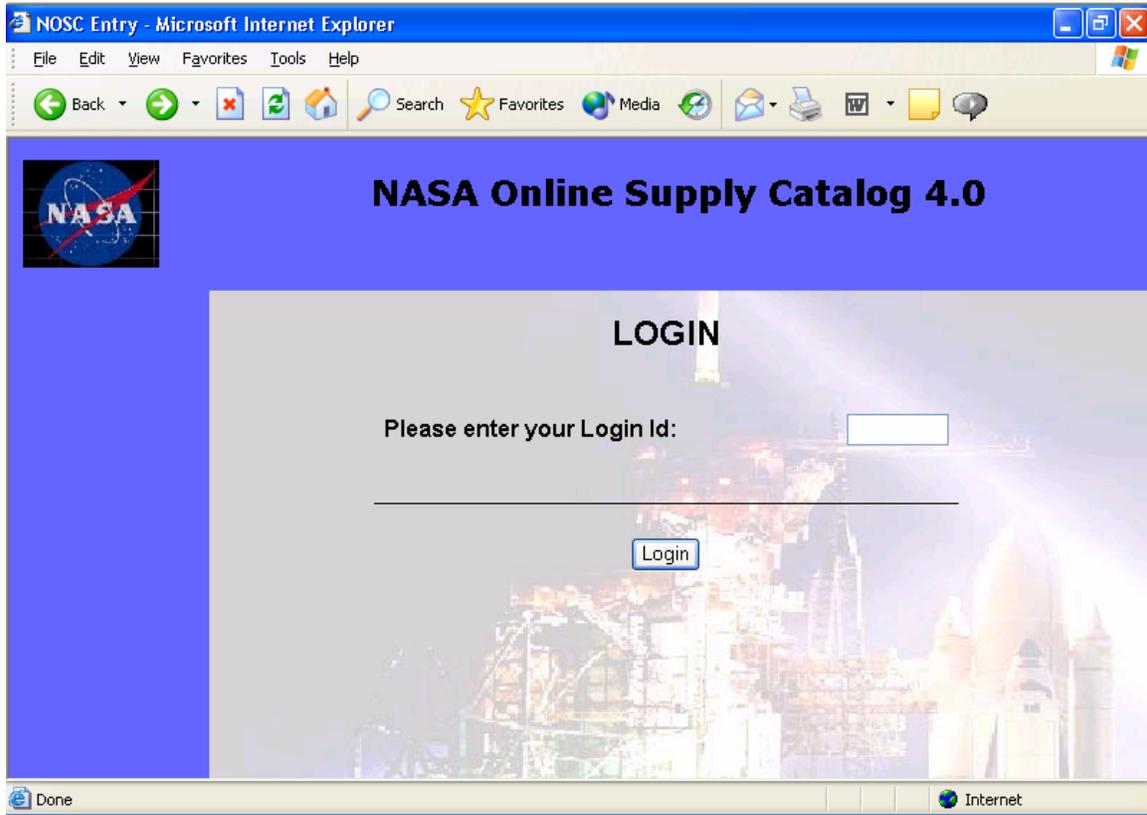
The first screen presented to the user is the Warning Screen. If the user wishes to leave the NOSC application, they should click the **Exit** button; otherwise, they should click the **Continue** button to proceed to the Login Screen.

**NOTE:** Beginning with NOSC 3.0, all users must have a USER ID to use NOSC for ordering assets or querying assets.



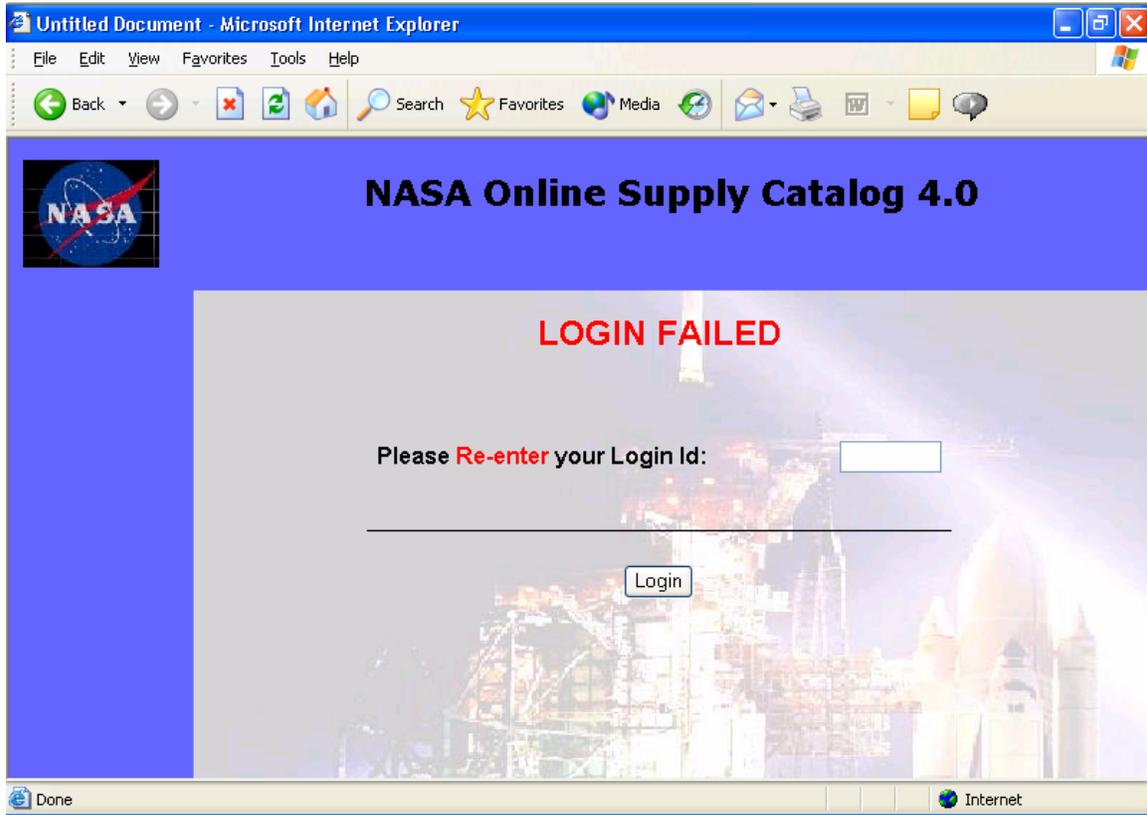
**WARNING SCREEN**

The next screen presented to the user is the Login Screen. The user should enter their Login ID and click the **Login** button.



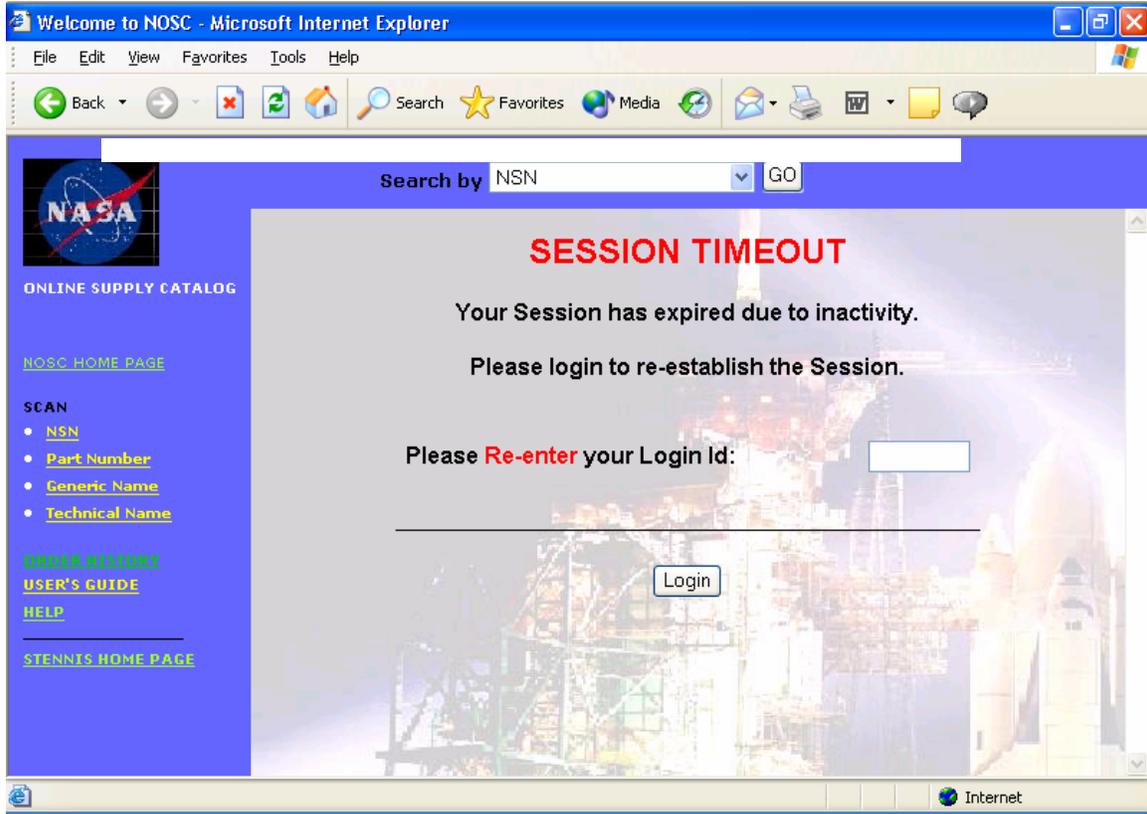
***LOGIN SCREEN***

If an invalid login id is entered, the Login Failed Screen will be displayed. The user may try again to enter their login id.



**LOGIN FAILED SCREEN**

In the event of prolonged inactivity, the user's session information is lost. This will result in the user being directed to the Session Timeout Screen to enter their login id again.



**SESSION TIMEOUT SCREEN**

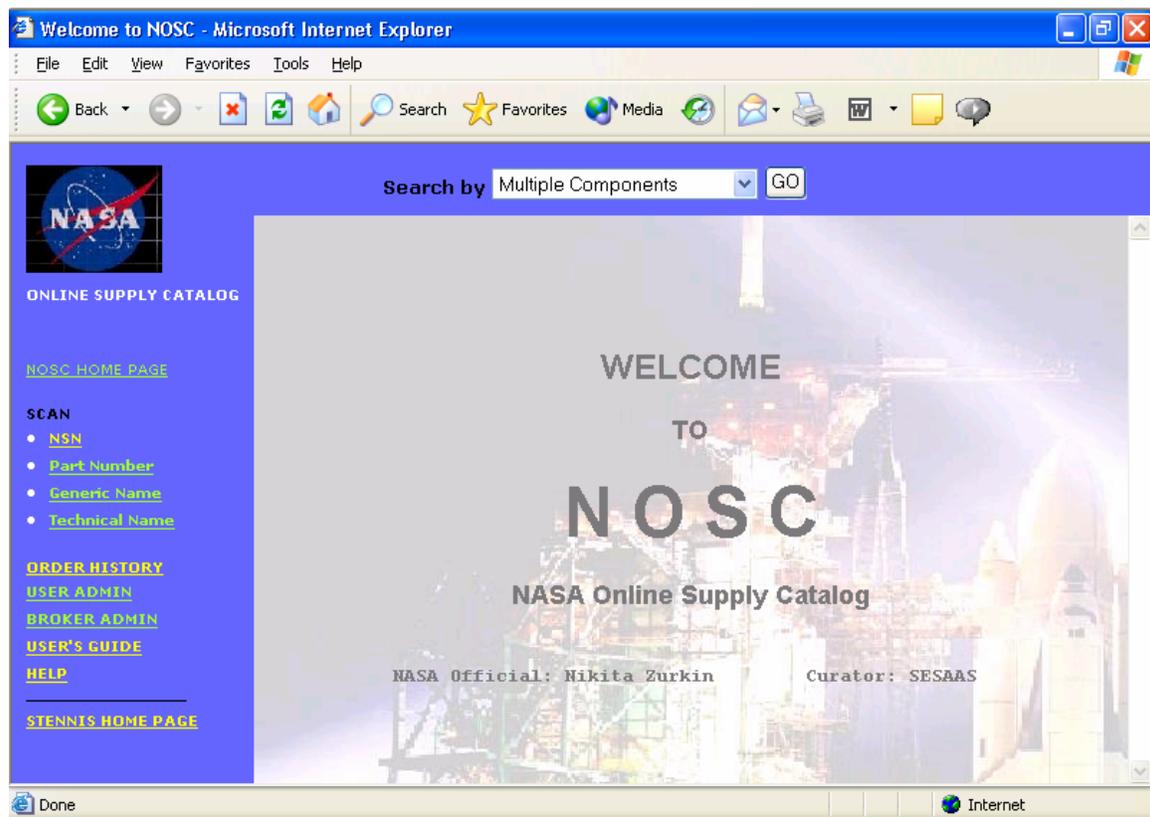
## NOSC HOME PAGE

Next, the NOSC Home Page is presented to the user.

At the top of the screen, there is a drop-down menu where the user can elect to search by NSN, Part Number, Generic Name, Technical Name, Last Service, Max Allowable Pressure, Size, Max Working Temperature, Min Working Temperature, Manufacturer Name, Relative Pressure Rate, or Serial Number. Each of these functions will be discussed in detail.

Down the left side of the NOSC Home Page there are links allowing the user to scan on NSN, Part Number, Generic Name, and Technical Name. Also on the left side of the page are links to Order History, Administration (if the user has authority for this function), the User's Guide, and Help. Each of these functions will also be discussed in detail.

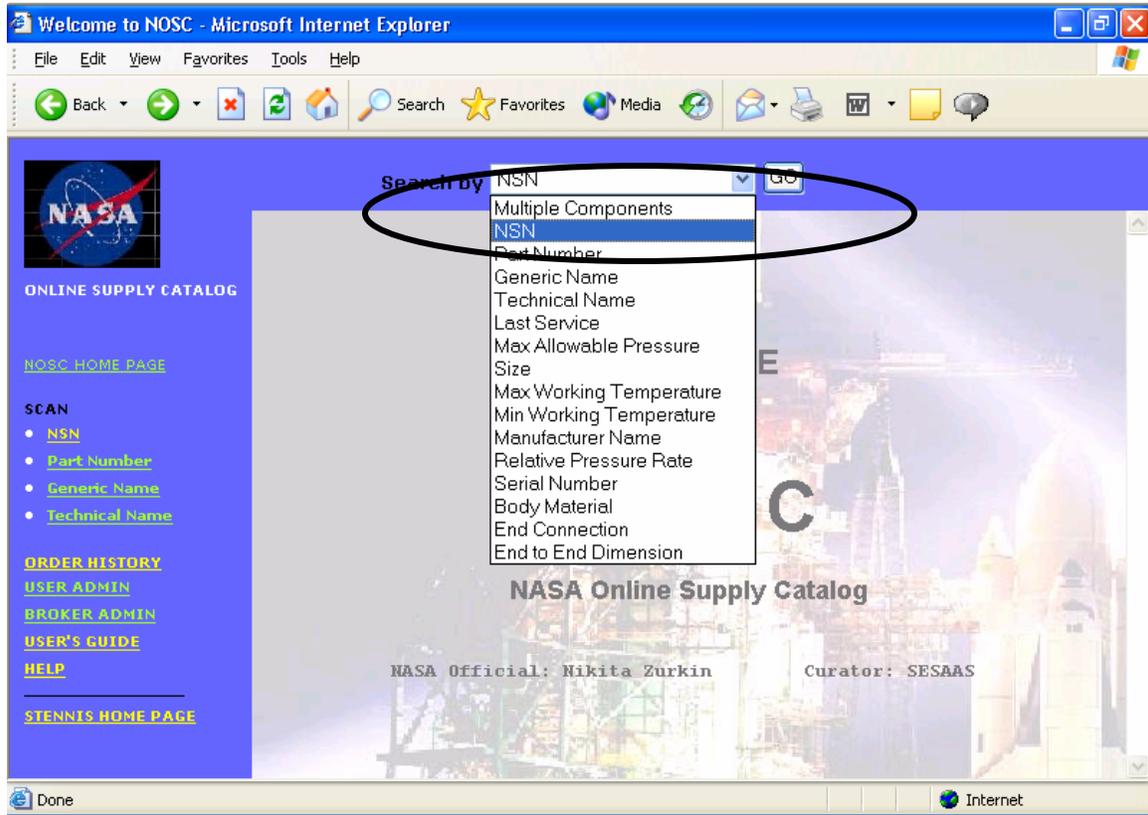
Links specific to each NASA site are listed next.



**NOSC HOME PAGE**

## SEARCH OPTIONS

The drop-down menu provides a means for the user to narrow his search to the desired asset. When the **GO** button is clicked, the SEARCH by [CHOSEN SEARCH METHOD] Screen is displayed.



### ***NOSC HOME PAGE – SEARCH OPTION***

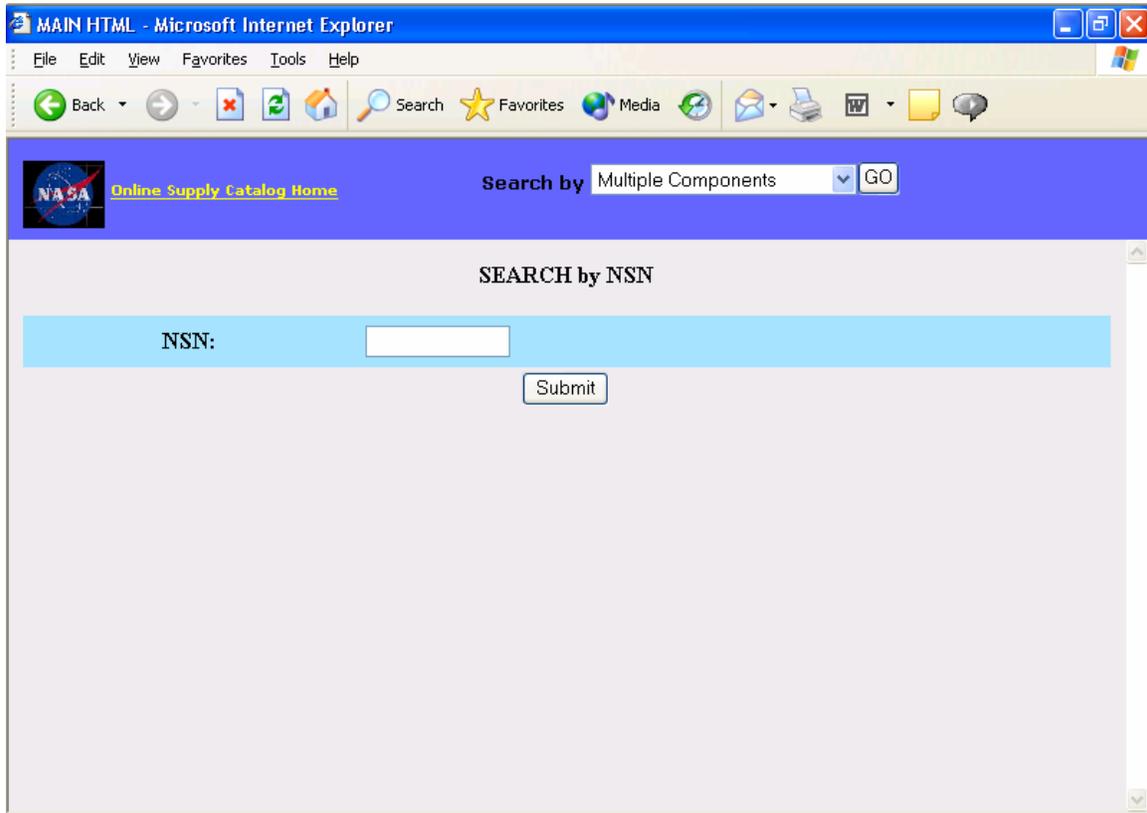
One or more data entry boxes will be presented for the user to fill. The data entered by the user will help to narrow the search to the desired asset.

If an exact match on only one NSN is found, the Catalog/Asset Detail Screen is presented. If more than one match is found, the user is presented with this information. The user may then select from the set of matched items to further refine the search. Eventually the user will locate the NSN in which they are interested. After clicking on the item, the Catalog/Asset Detail Screen will be presented.

Each of the sixteen choices on the drop-down menu will now be examined in detail.

## Search by NSN

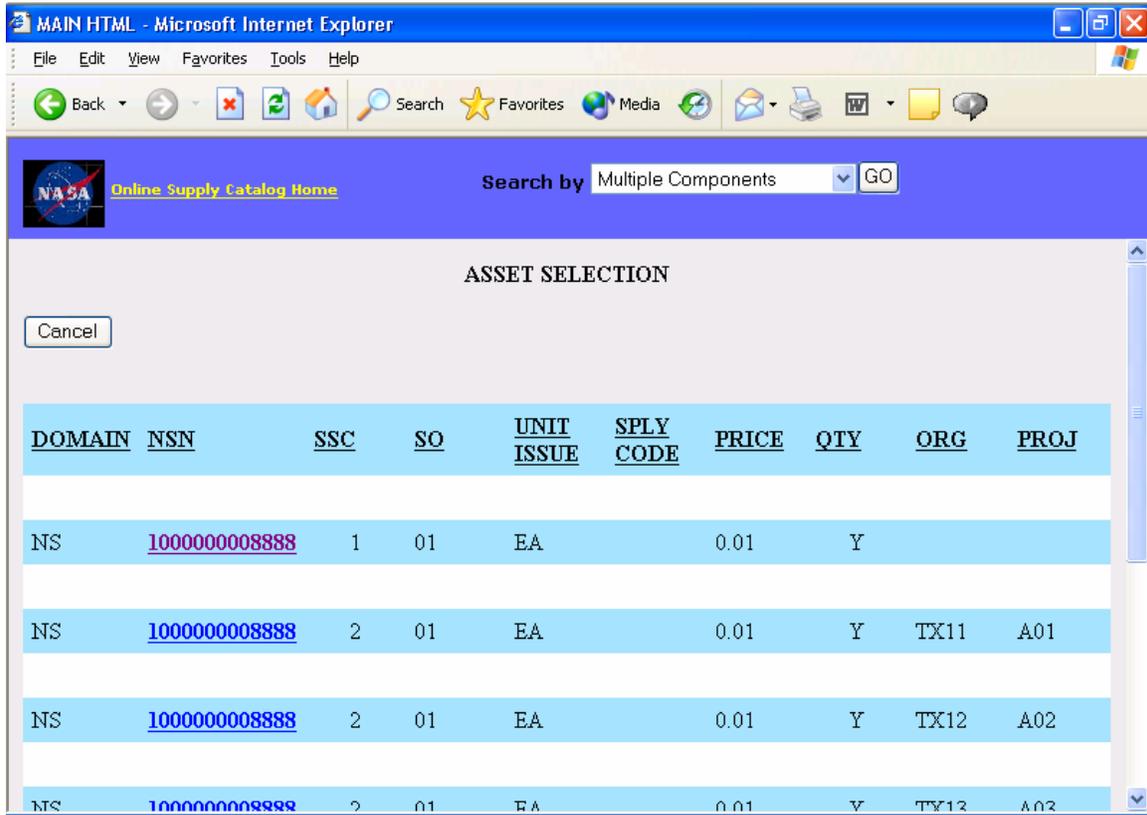
To search for an asset by NSN, the user chooses 'NSN' from the drop-down menu. The Search by NSN Screen is displayed. The user should type in the NSN of the asset for which he is searching and click the **Submit** button. (A thirteen character NSN must be entered.) Depending on the assets available, this will take the user to the Asset Selection Screen or to the Catalog/Asset Detail Screen.



The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Online Supply Catalog Home' page. The browser's address bar shows 'MAIN HTML - Microsoft Internet Explorer'. The page header includes the NASA logo and the text 'Online Supply Catalog Home'. A search bar is located at the top right, with a dropdown menu set to 'Multiple Components' and a 'GO' button. The main content area is titled 'SEARCH by NSN' and features a light blue horizontal bar with the label 'NSN:' followed by an empty text input field. Below the input field is a 'Submit' button.

### *SEARCH by NSN SCREEN*

The Asset Selection Screen will provide the user with the relevant data associated with the NSN in question.

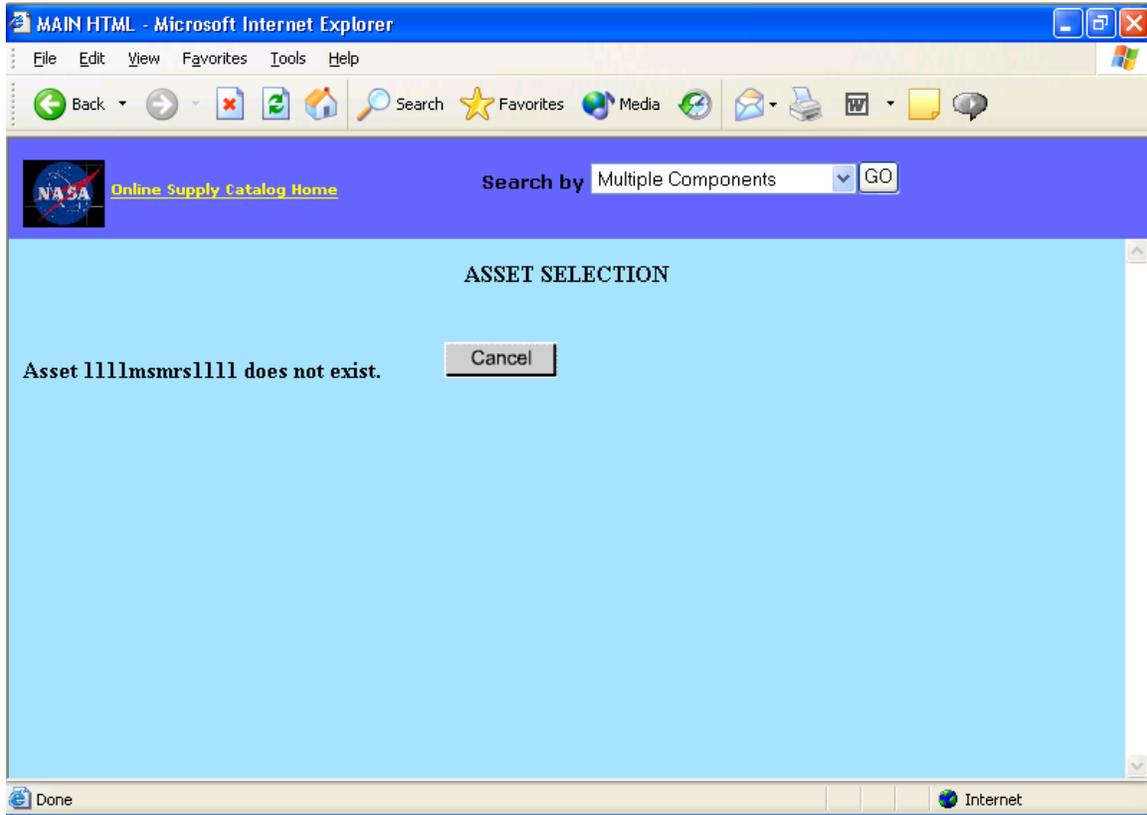


**ASSET SELECTION SCREEN**

The user can scroll through the listing by using the scroll bar on the right side of the screen.

An asset can be selected by clicking the desired NSN. The next screen displayed will be the Catalog/Asset Detail Screen. (See Catalog/Asset Detail Screen Section for a detailed overview of this screen.)

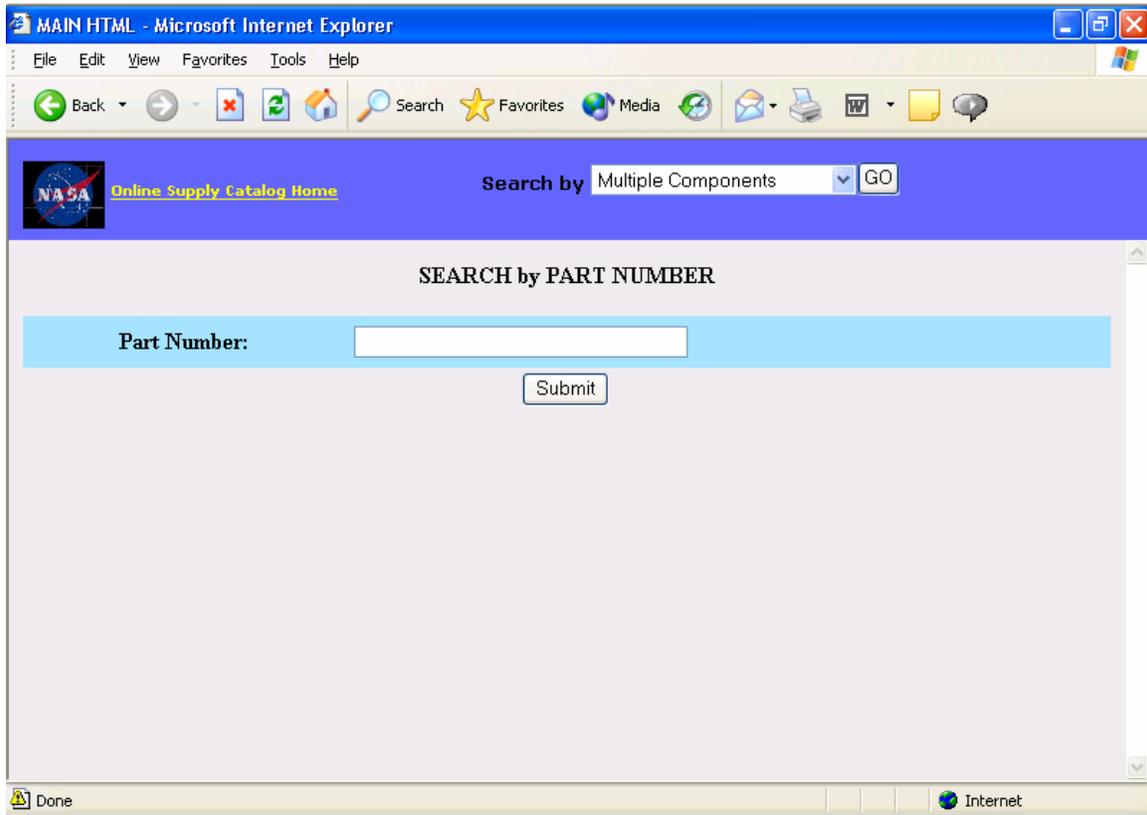
If the user enters an invalid NSN when initiating the NSN search, the following screen will be displayed.



**ASSET SELECTION SCREEN**

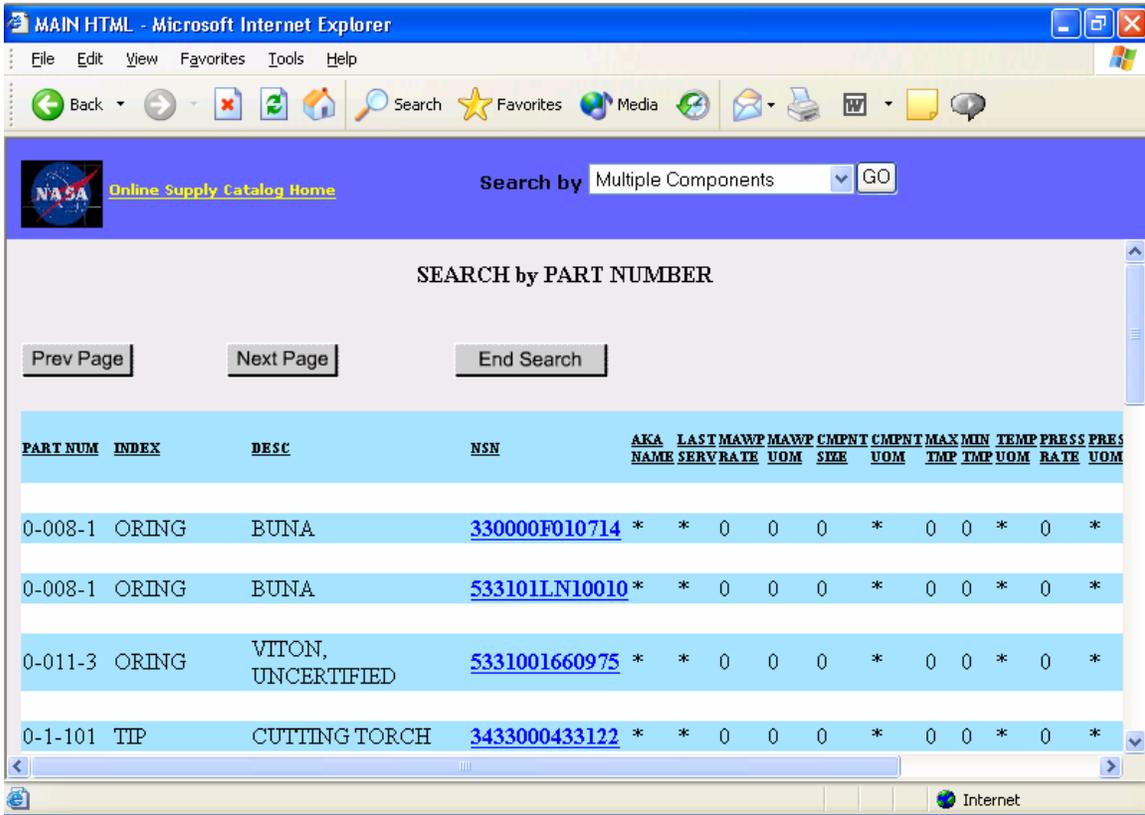
## Search by Part Number

To search for an asset by Part Number, the user chooses 'Part Number' from the drop-down menu. The Search by Part Number Screen is displayed. The user should type in the part number (or partial part number) of the asset for which he is searching and click the **Submit** button.



***SEARCH by PART NUMBER SCREEN***

The Search by Part Number Screen will provide the user with a listing of assets with like part numbers. The part number, an associated index, a description, an NSN, and the propulsion component data for each asset will be displayed. The user can scroll right and left using the scroll bar to view newly added component data: Body Material, End Connections and End To End Dimensions.



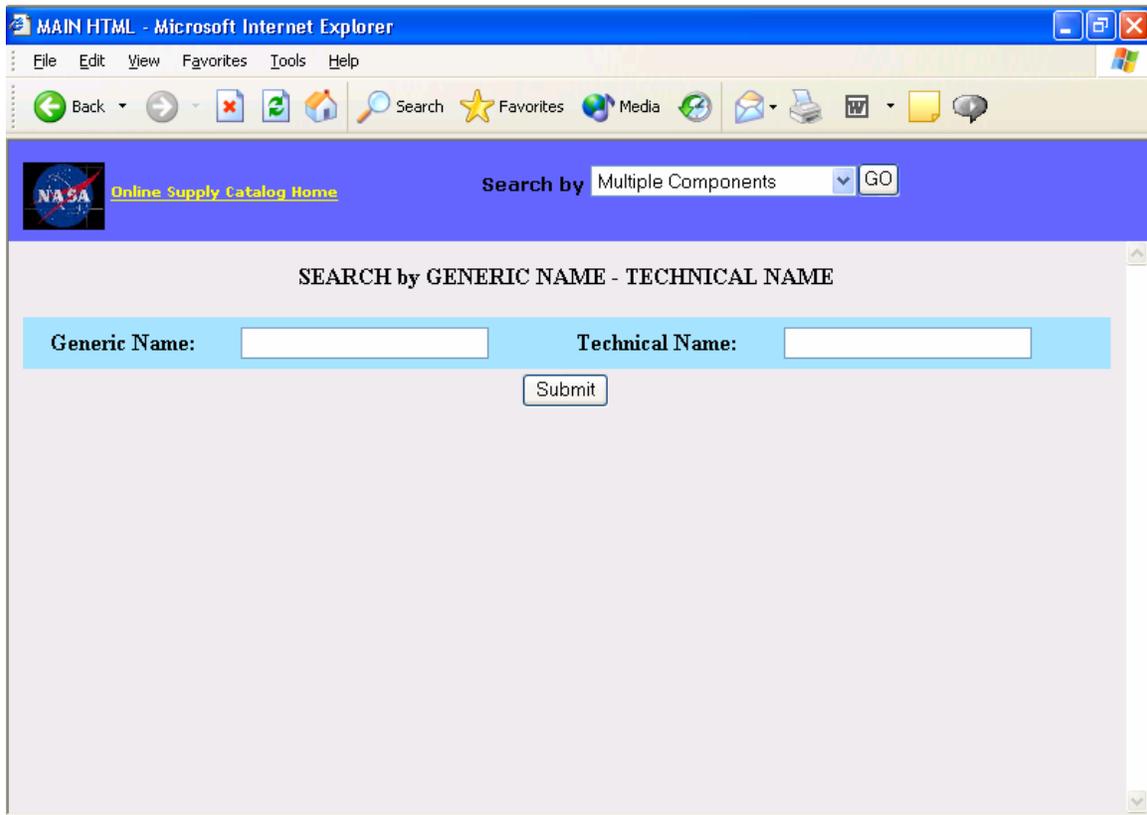
### SEARCH by PART NUMBER SCREEN

The user can scroll through the listing by using the scroll bar, the **Prev Page** button, and the **Next Page** button. Clicking on the **End Search** button will return the user to the NOSC Home Page.

The user can select an asset by clicking the desired NSN. The next screen displayed depends upon the type of asset being viewed. The user could be shown the Asset Selection Screen or the Catalog/Asset Detail Screen.

## Search by Generic Name

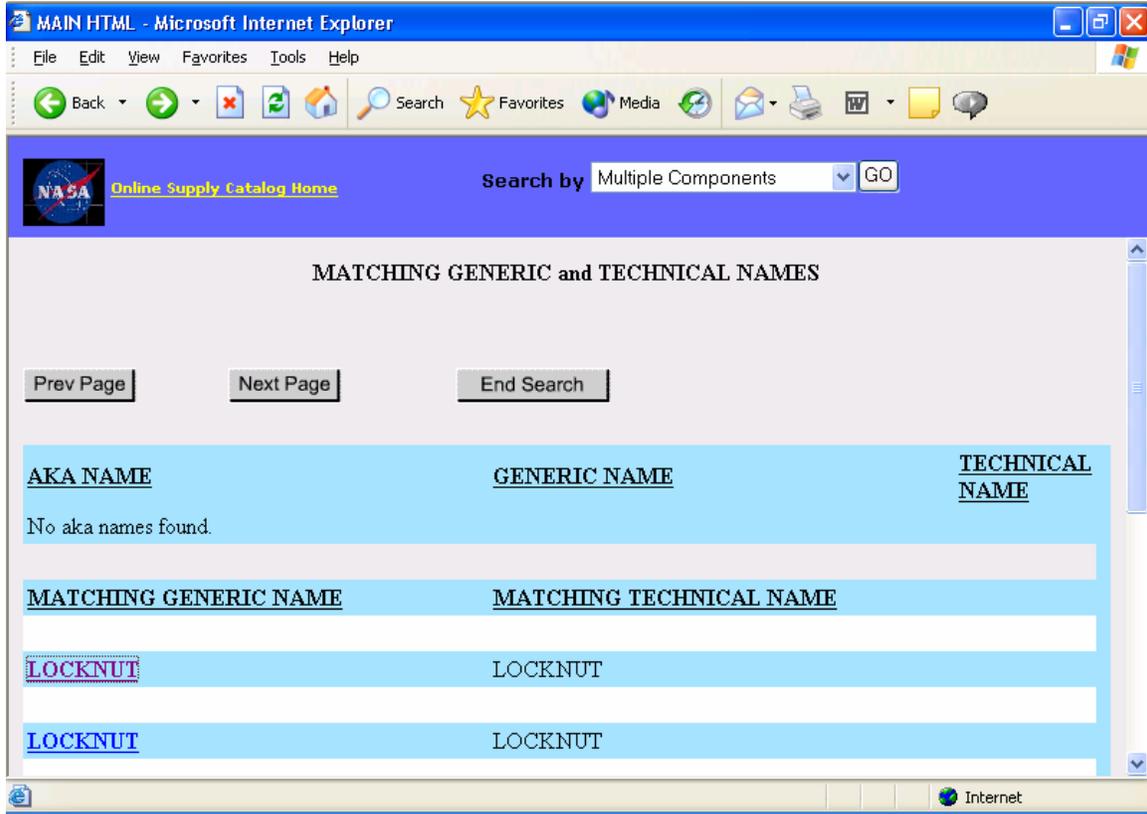
The generic name is a word relating to a characteristic of a group or class; nut, for example. To search for an asset by Generic Name, the user chooses 'Generic Name' from the drop-down menu. The Search by Generic Name – Technical Name Screen is displayed. The user should type in the generic name (or partial generic name) of the asset for which he is searching and click the **Submit** button. (At least one value—Generic Name or Technical Name—must be entered. Both can be entered.) This will take the user to the Matching Generic and Technical Names Screen.



The screenshot shows a Microsoft Internet Explorer browser window displaying the NASA Online Supply Catalog. The browser's address bar shows 'MAIN HTML - Microsoft Internet Explorer'. The page header includes the NASA logo and the text 'Online Supply Catalog Home'. A search bar is present with a dropdown menu set to 'Multiple Components' and a 'GO' button. The main content area is titled 'SEARCH by GENERIC NAME - TECHNICAL NAME' and contains two input fields: 'Generic Name:' and 'Technical Name:'. A 'Submit' button is located below these fields.

**SEARCH by GENERIC NAME – TECHNICAL NAME SCREEN**

The Matching Generic and Technical Names Screen shows the Generic Name and the Technical Name associated with the chosen asset. It also shows any AKA Names and their associated Generic and Technical Names.

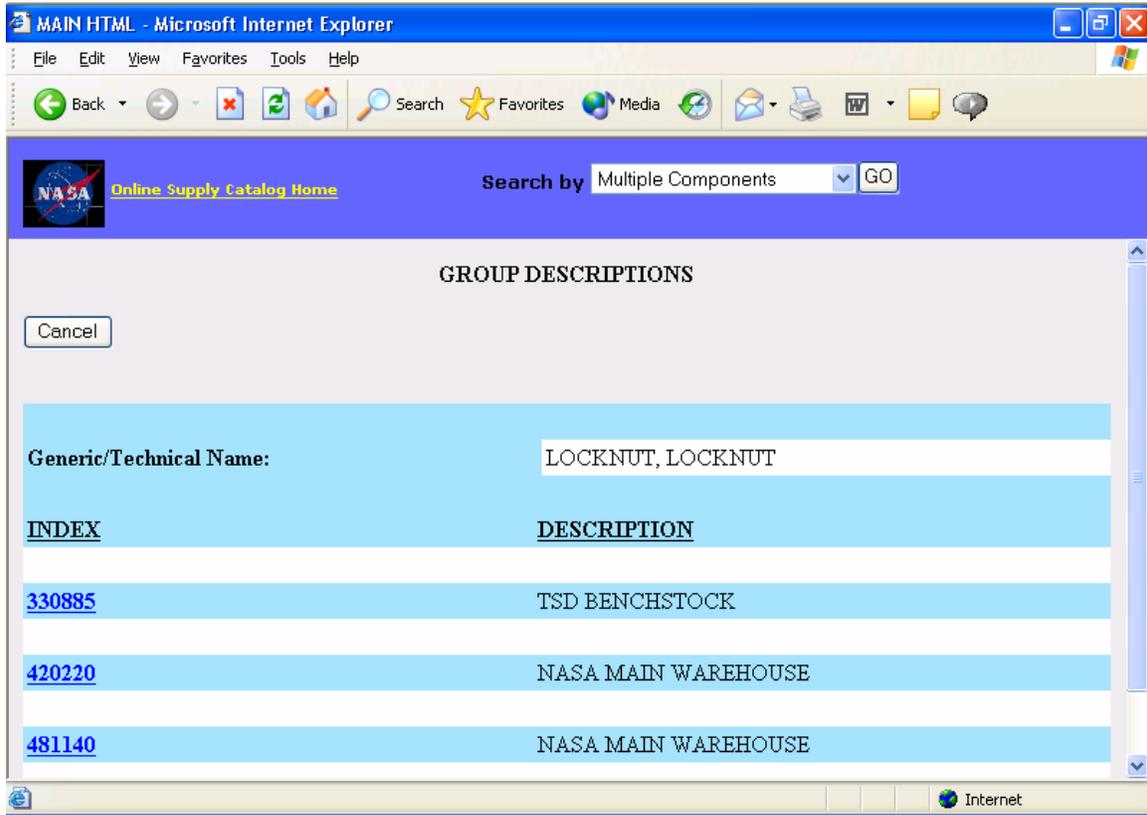


***MATCHING GENERIC and TECHNICAL NAMES SCREEN***

The user can scroll through the listing by using the scroll bar, the **Prev Page** button, and the **Next Page** button. Clicking on the **End Search** button will return the user to the NOSC Home Page.

Depending on the assets available, clicking on the matching Generic Name will take the user to the Group Descriptions Screen, the Technical Name Detail Screen, or to the Catalog/Asset Detail Screen.

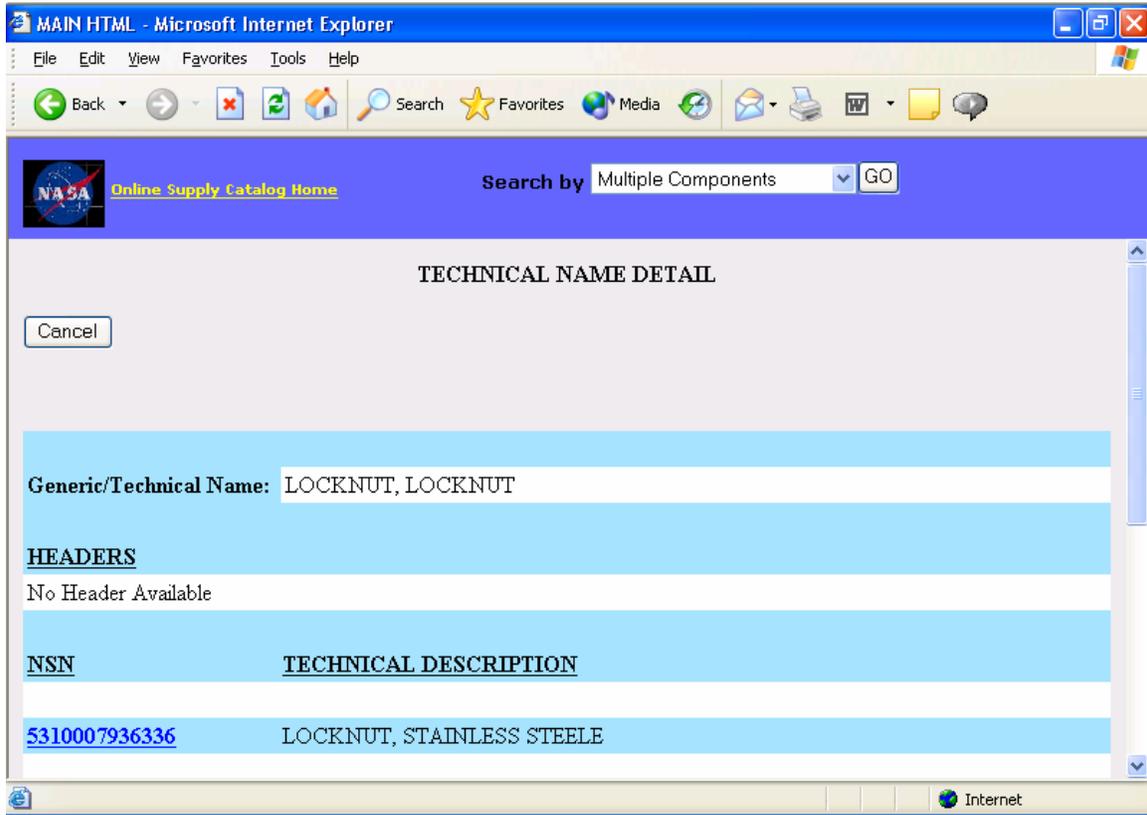
The Group Descriptions Screen shows the chosen asset in greater detail and provides the user with a description of the asset and an index number.



### ***GROUP DESCRIPTIONS SCREEN***

Depending on the assets available, clicking on the index number will take the user to the Technical Name Detail Screen or to the Catalog/Asset Detail Screen.

The Technical Name Detail Screen further narrows the search by displaying possible NSN's and their technical description.



### ***TECHNICAL NAME DETAIL SCREEN***

The user can use the scroll bar to view the available NSN's. Clicking on the chosen NSN will take the user to the Catalog/Asset Detail Screen.

## Search by Technical Name

To search for an asset by Technical Name, the user chooses 'Technical Name' from the drop-down menu. The Search by Technical Name – Generic Name Screen is displayed. The user should type in the technical name (or partial technical name) of the asset for which he is searching and click the **Submit** button. (At least one value—Technical Name or Generic Name—must be entered. Both can be entered.) This will take the user to the Matching Generic and Technical Names Screen.

MAIN HTML - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

NASA Online Supply Catalog Home

Search by Multiple Components GO

SEARCH by TECHNICAL NAME - GENERIC NAME

Technical Name:

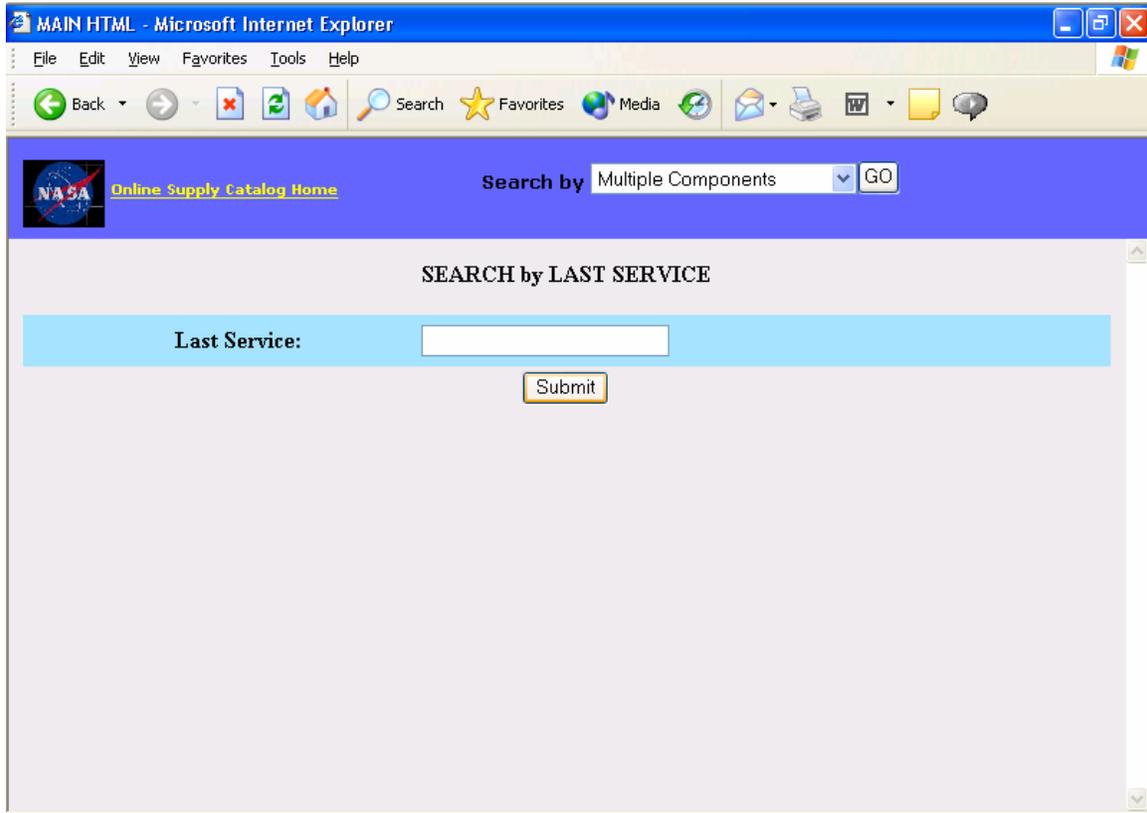
Generic Name:

Submit

**SEARCH by TECHNICAL NAME – GENERIC NAME SCREEN**

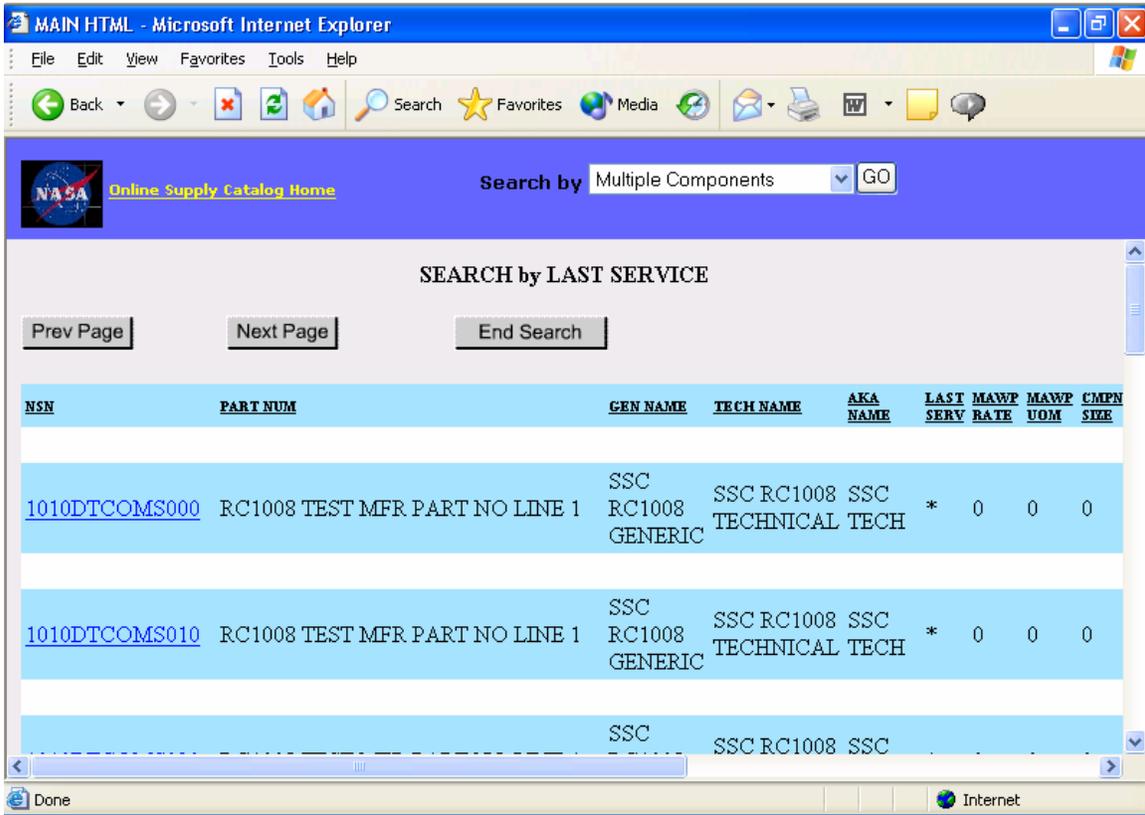
## Search by Last Service

To search for an asset by Last Service, the user chooses 'Last Service' from the drop-down menu. The Search by Last Service Screen is displayed. The user should type in a value for the last system service search and click the **Submit** button. (A value must be entered.) This will take the user to the Search by Last Service Screen.



***SEARCH by LAST SERVICE SCREEN***

The Search by Last Service Screen will provide the user with a listing of assets. The NSN, part number, generic name, technical name, aka name and the propulsion component data for each asset will be displayed. The user can scroll right and left using the scroll bar to view newly added component data: Body Material, End Connections and End To End Dimensions.



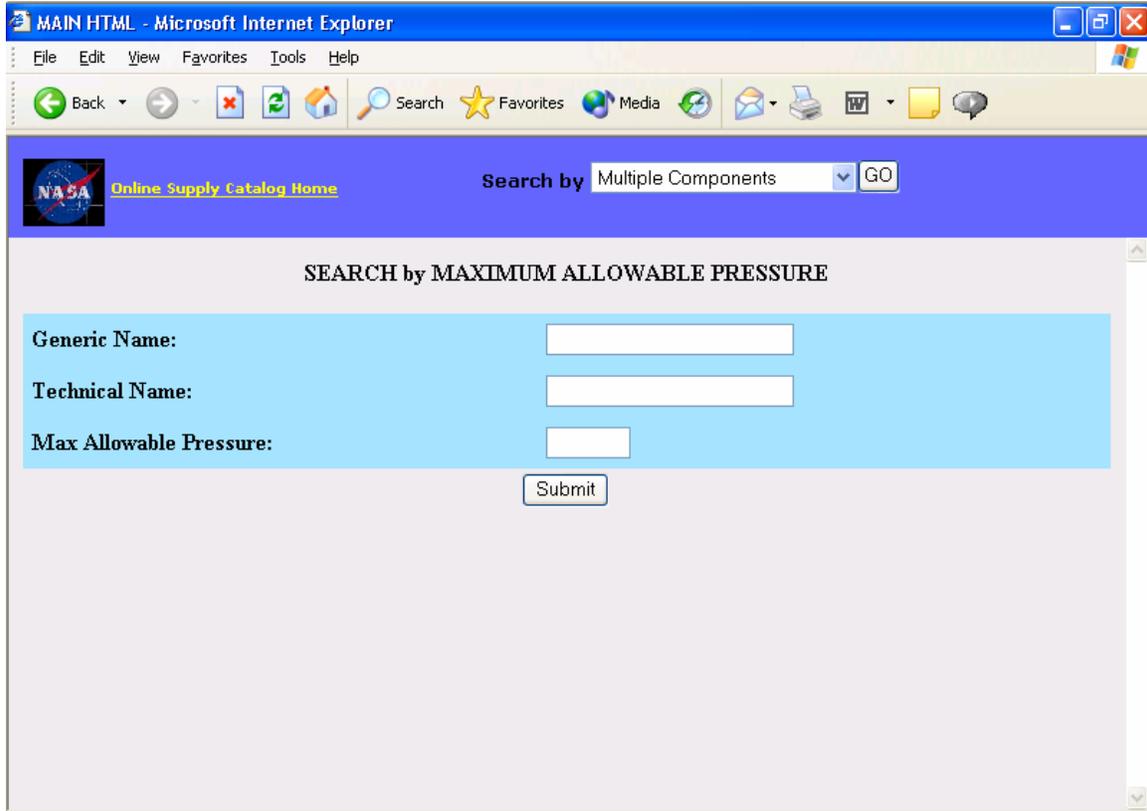
### **SEARCH by LAST SERVICE SCREEN**

The user can scroll through the listing by using the scroll bar, the **Prev Page** button, and the **Next Page** button. Clicking on the **End Search** button will return the user to the NOSC Home Page.

The user can select an asset by clicking the desired NSN. The next screen displayed depends upon the type of asset being viewed. The user could be shown the Asset Selection Screen or the Catalog/Asset Detail Screen.

## Search by Max Allowable Pressure

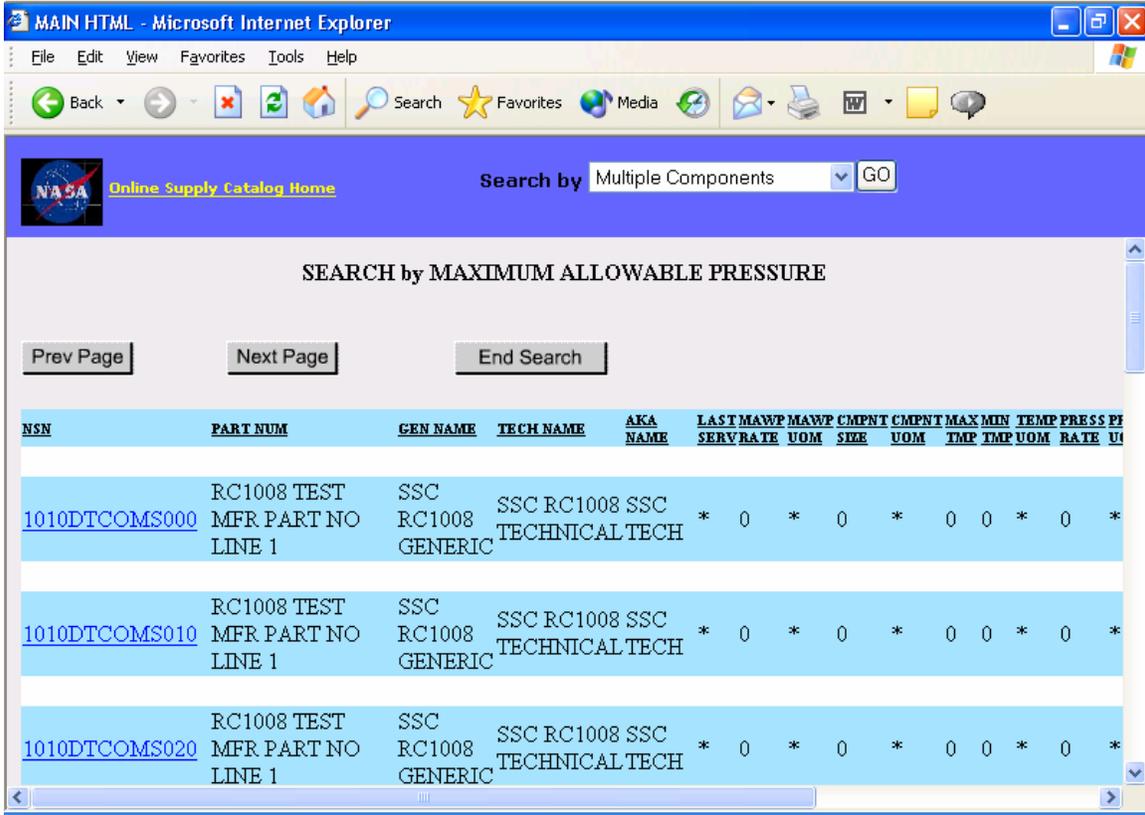
To search for an asset by Max Allowable Pressure, the user chooses 'Max Allowable Pressure' from the drop-down menu. The Search by Maximum Allowable Pressure Screen is displayed. The user must enter a generic name and a maximum allowable pressure rate. The user can also enter a technical name but this is not required. The user should then click the **Submit** button. This will take the user to the Search by Maximum Allowable Pressure Screen.



The screenshot shows a Microsoft Internet Explorer browser window displaying the NASA Online Supply Catalog. The browser title is "MAIN HTML - Microsoft Internet Explorer". The address bar shows "File Edit View Favorites Tools Help". The search bar contains "Search by Multiple Components" and a "GO" button. The main content area is titled "SEARCH by MAXIMUM ALLOWABLE PRESSURE" and features a light blue background with three input fields: "Generic Name:", "Technical Name:", and "Max Allowable Pressure:". A "Submit" button is located below the input fields.

***SEARCH by MAXIMUM ALLOWABLE PRESSURE SCREEN***

The Search by Maximum Allowable Pressure Screen will provide the user with a listing of assets. The NSN, part number, generic name, technical name, aka name and the propulsion component data for each asset will be displayed. The user can scroll right and left using the scroll bar to view newly added component data: Body Material, End Connections and End To End Dimensions.



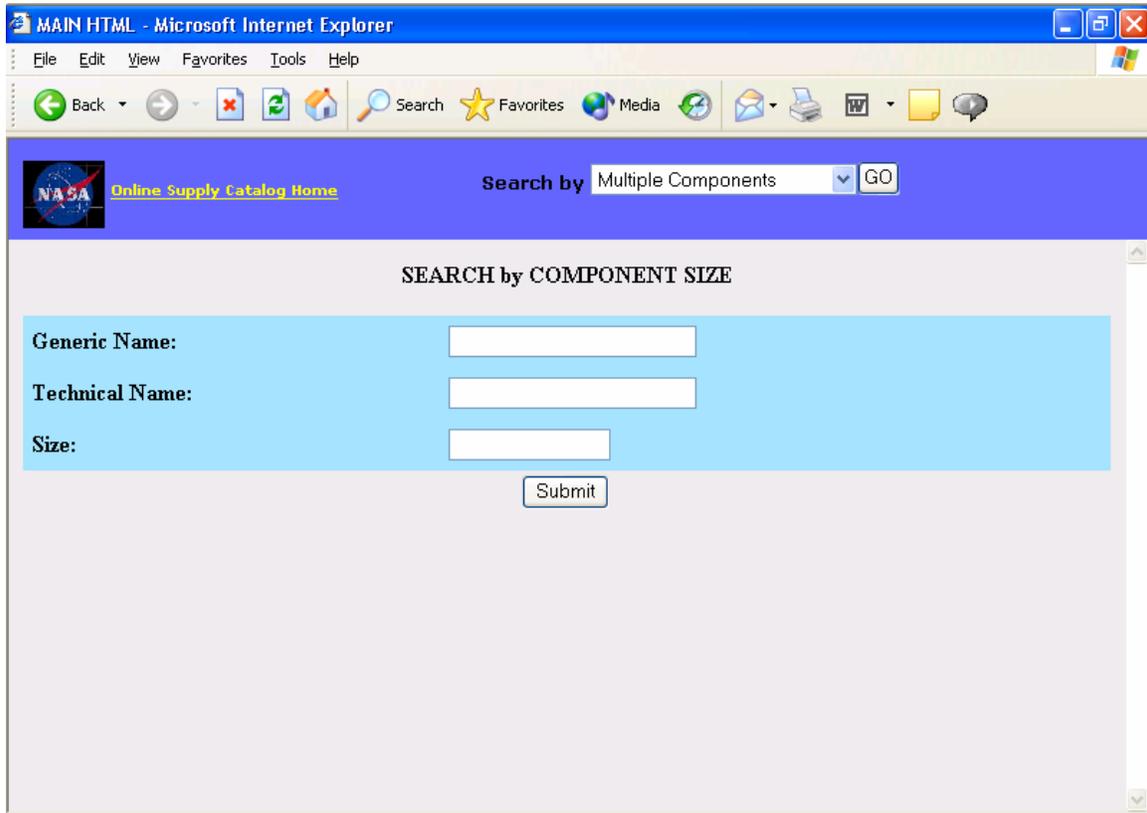
**SEARCH by MAXIMUM ALLOWABLE PRESSURE SCREEN**

The user can scroll through the listing by using the scroll bar, the **Prev Page** button, and the **Next Page** button. Clicking on the **End Search** button will return the user to the NOSC Home Page.

The user can select an asset by clicking the desired NSN. The next screen displayed depends upon the type of asset being viewed. The user could be shown the Asset Selection Screen or the Catalog/Asset Detail Screen.

## Search by Component Size

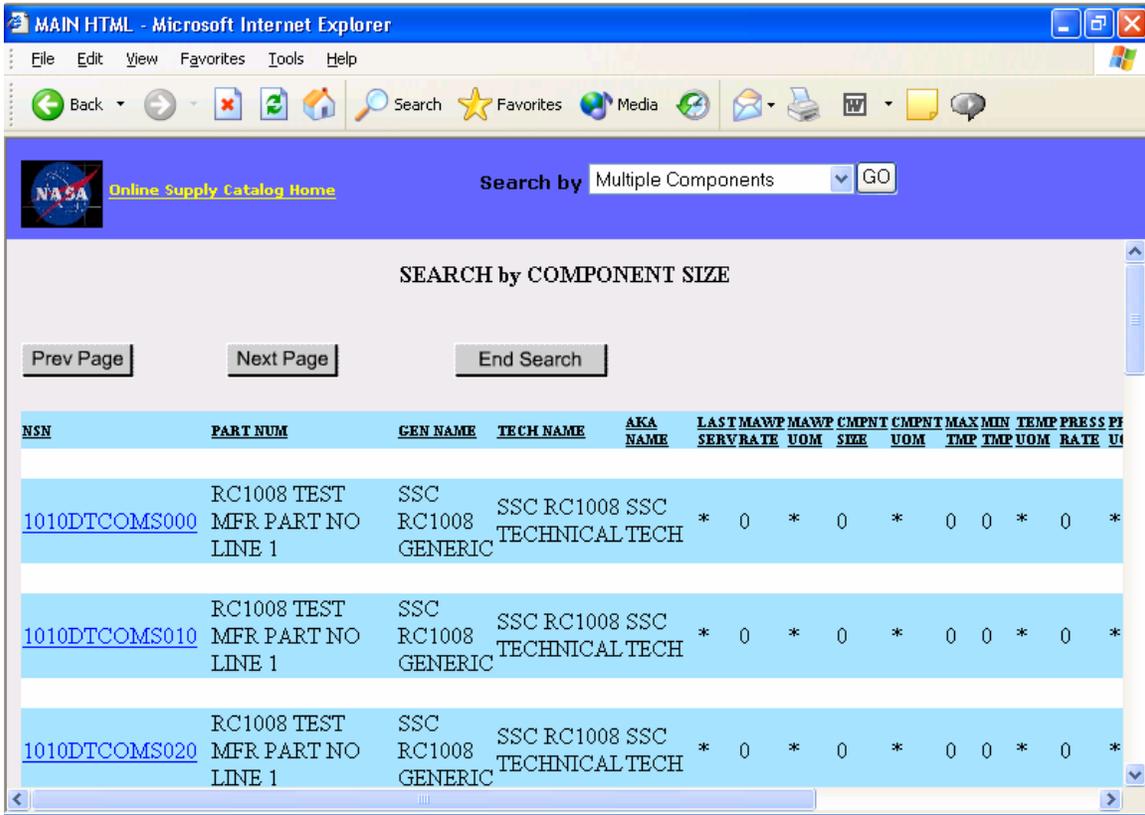
To search for an asset by Component Size, the user chooses 'Size' from the drop-down menu. The Search by Component Size Screen is displayed. The user must enter a generic name and a component size. (NOTE: Do **NOT** use a leading zero if entering a decimal number.) The user can also enter a technical name but this is not required. The user should then click the **Submit** button. This will take the user to the Search by Component Size Screen.



The screenshot shows a Microsoft Internet Explorer browser window displaying the NASA Online Supply Catalog Home page. The browser's address bar shows "MAIN HTML - Microsoft Internet Explorer". The page header includes the NASA logo and the text "Online Supply Catalog Home". A search bar is visible with the text "Search by" followed by a dropdown menu set to "Multiple Components" and a "GO" button. The main content area is titled "SEARCH by COMPONENT SIZE" and contains a light blue search form with three input fields: "Generic Name:", "Technical Name:", and "Size:". Below the "Size:" field is a "Submit" button.

***SEARCH by COMPONENT SIZE SCREEN***

The Search by Component Size Screen will provide the user with a listing of assets. The NSN, part number, generic name, technical name, aka name and the propulsion component data for each asset will be displayed. The user can scroll right and left using the scroll bar to view newly added component data: Body Material, End Connections and End To End Dimensions.



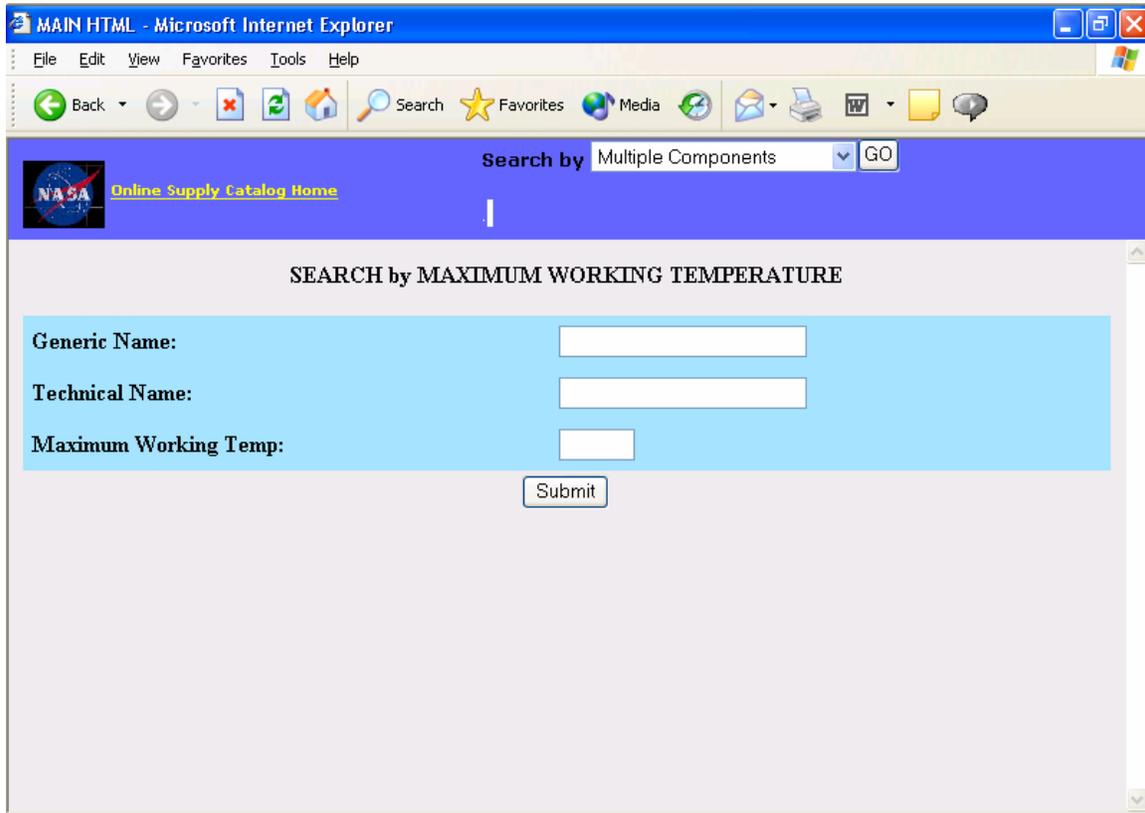
### **SEARCH by COMPONENT SIZE SCREEN**

The user can scroll through the listing by using the scroll bar, the **Prev Page** button, and the **Next Page** button. Clicking on the **End Search** button will return the user to the NOSC Home Page.

The user can select an asset by clicking the desired NSN. The next screen displayed depends upon the type of asset being viewed. The user could be shown the Asset Selection Screen or the Catalog/Asset Detail Screen.

## Search by Max Working Temperature

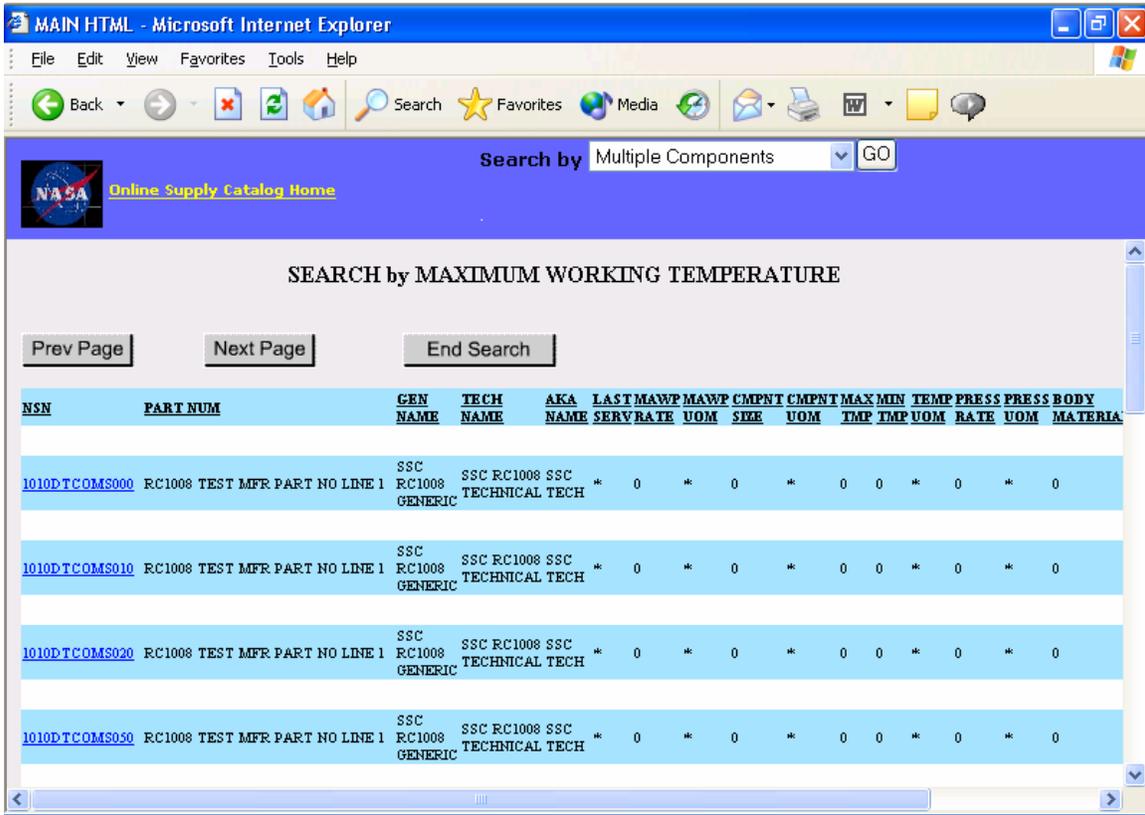
To search for an asset by maximum working temperature, the user chooses 'Max Working Temperature' from the drop-down menu. The Search by Maximum Working Temperature Screen is displayed. The user must enter a generic name and a maximum work temp. The user can also enter a technical name but this is not required. The user should then click the **Submit** button. This will take the user to the Search by Maximum Working Temperature Screen.



The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Search by Maximum Working Temperature' screen. The browser's address bar shows 'MAIN HTML - Microsoft Internet Explorer'. The page header includes the NASA logo and the text 'Online Supply Catalog Home'. A search bar at the top right contains the text 'Search by Multiple Components' and a 'GO' button. The main content area is titled 'SEARCH by MAXIMUM WORKING TEMPERATURE' and features a light blue background with three input fields: 'Generic Name:', 'Technical Name:', and 'Maximum Working Temp:'. A 'Submit' button is located below the input fields.

### ***SEARCH by MAXIMUM WORKING TEMPERATURE SCREEN***

The Search by Maximum Working Temperature Screen will provide the user with a listing of assets. The NSN, part number, generic name, technical name, aka name and the propulsion component data for each asset will be displayed. The user can scroll right and left using the scroll bar to view newly added component data: Body Material, End Connections and End To End Dimensions.



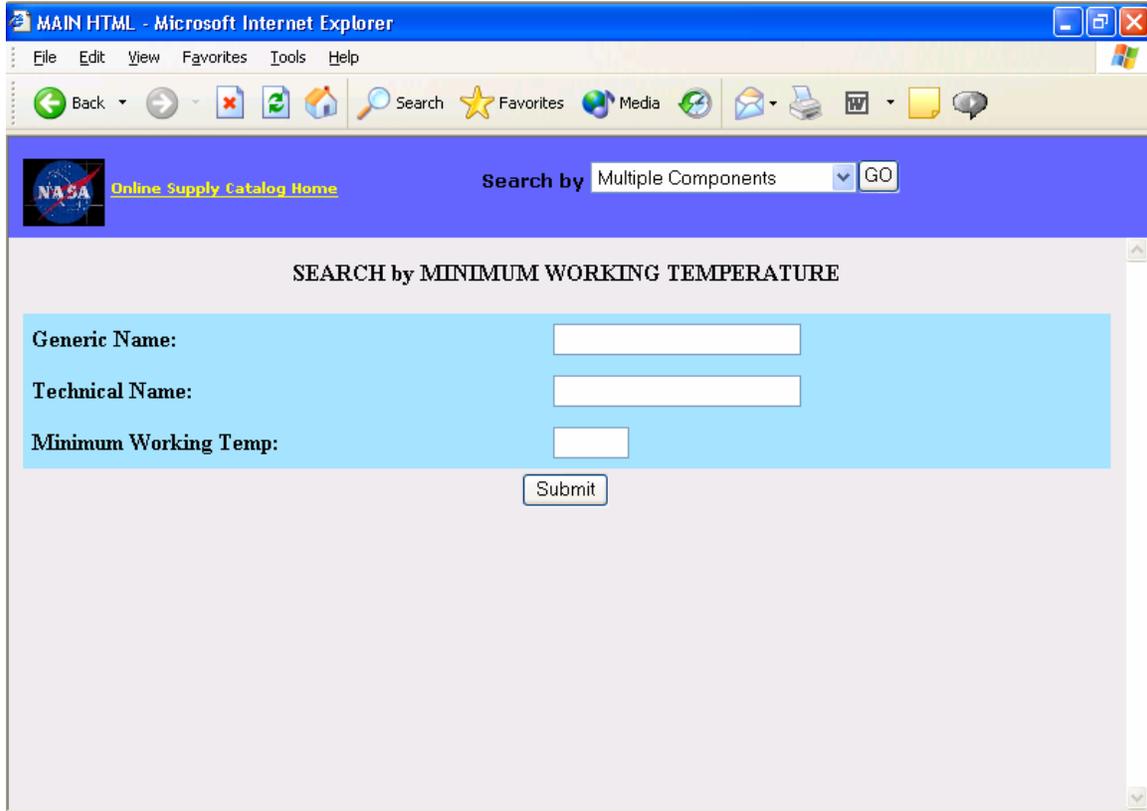
### SEARCH by MAXIMUM WORKING TEMPERATURE SCREEN

The user can scroll through the listing by using the scroll bar, the **Prev Page** button, and the **Next Page** button. Clicking on the **End Search** button will return the user to the NOSC Home Page.

The user can select an asset by clicking the desired NSN. The next screen displayed depends upon the type of asset being viewed. The user could be shown the Asset Selection Screen or the Catalog/Asset Detail Screen.

## Search by Min Working Temperature

To search for an asset by minimum working temperature, the user chooses 'Min Working Temperature' from the drop-down menu. The Search by Minimum Working Temperature Screen is displayed. The user must enter a generic name and a minimum working temp. The user can also enter a technical name but this is not required. The user should then click the **Submit** button. This will take the user to the Search by Minimum Working Temperature Screen.



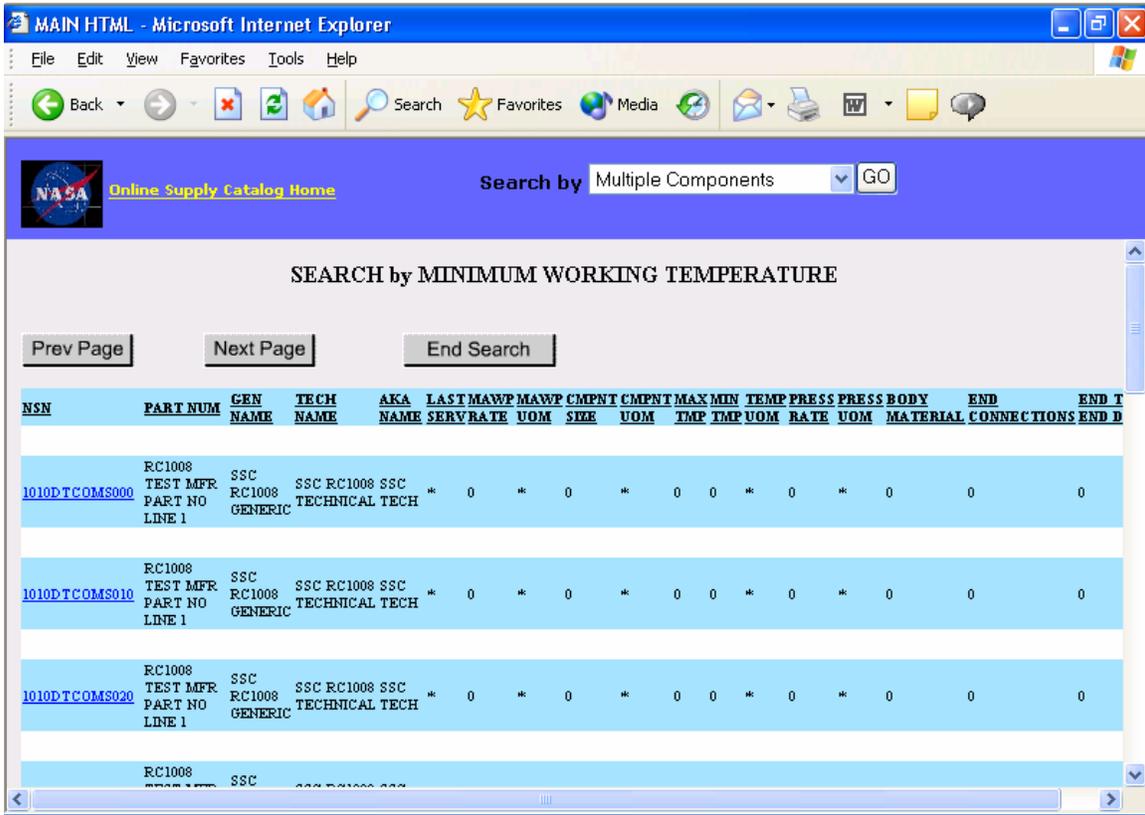
The screenshot shows a Microsoft Internet Explorer browser window displaying the NASA Online Supply Catalog. The browser title is "MAIN HTML - Microsoft Internet Explorer". The address bar shows the URL "http://www.nasa.gov/onlinecatalog/". The page header includes the NASA logo and the text "Online Supply Catalog Home". A search bar is present with the text "Search by" followed by a dropdown menu set to "Multiple Components" and a "GO" button. The main content area is titled "SEARCH by MINIMUM WORKING TEMPERATURE" and contains a light blue form with the following fields:

- Generic Name:
- Technical Name:
- Minimum Working Temp:

Below the form is a "Submit" button.

### ***SEARCH by MINIMUM WORKING TEMPERATURE SCREEN***

The Search by Minimum Working Temperature Screen will provide the user with a listing of assets. The NSN, part number, generic name, technical name, aka name and the propulsion component data for each asset will be displayed. The user can scroll right and left using the scroll bar to view newly added component data: Body Material, End Connections and End To End Dimensions.



### **SEARCH by MINIMUM WORKING TEMPERATURE SCREEN**

The user can scroll through the listing by using the scroll bar, the **Prev Page** button, and the **Next Page** button. Clicking on the **End Search** button will return the user to the NOSC Home Page.

The user can select an asset by clicking the desired NSN. The next screen displayed depends upon the type of asset being viewed. The user could be shown the Asset Selection Screen or the Catalog/Asset Detail Screen.

## Search by Manufacturer Name

To search for an asset by Manufacturer Name, the user chooses 'Manufacturer Name' from the drop-down menu. The Search by Manufacturer Name Screen is displayed. The user must enter a manufacturer name. The user can also enter a generic name and/or a technical name but these are not required. The user should then click the **Submit** button. This will take the user to the Search by Manufacturer Name Screen.

MAIN HTML - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

NASA Online Supply Catalog Home

Search by Multiple Components GO

SEARCH by MANUFACTURER NAME

Manufacturer Name:

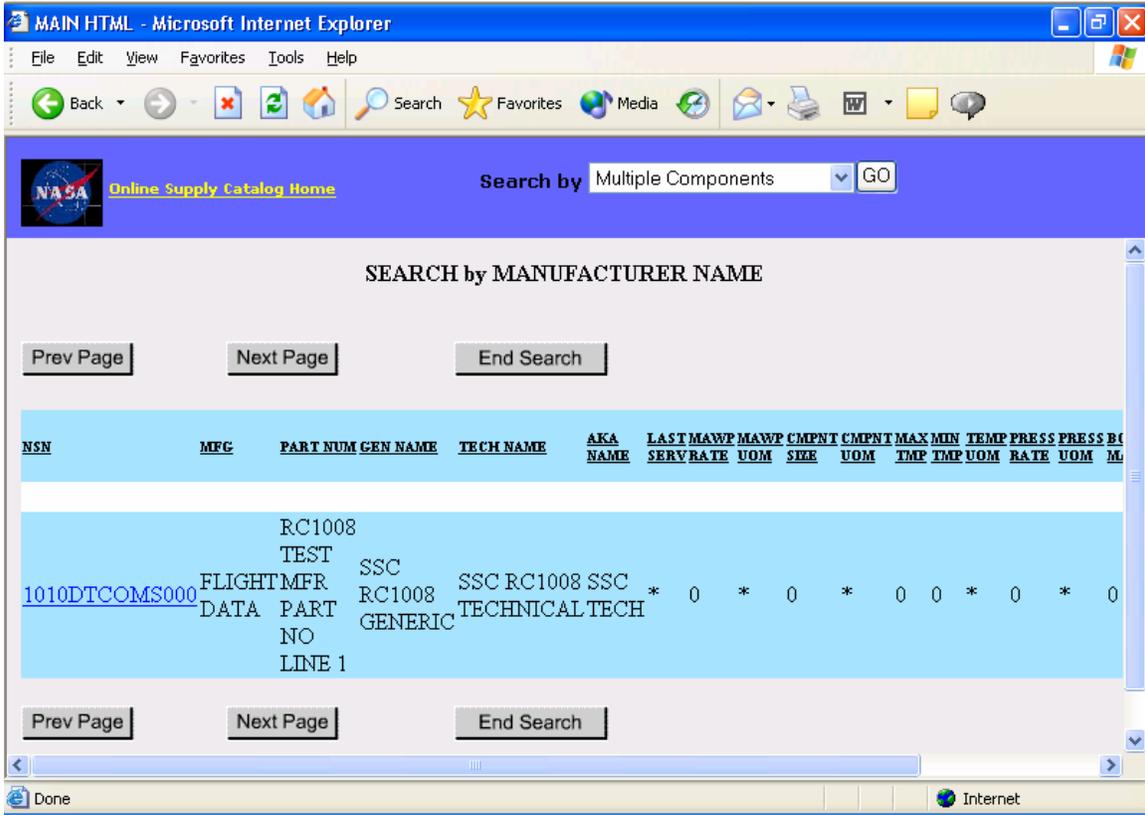
Generic Name:

Technical Name:

Submit

**SEARCH by MANUFACTURER NAME SCREEN**

The Search by Manufacturer Name Screen will provide the user with a listing of assets. The NSN, manufacturer name, part number, generic name, technical name, aka name and the propulsion component data for each asset will be displayed. The user can scroll right and left using the scroll bar to view newly added component data: Body Material, End Connections and End To End Dimensions.



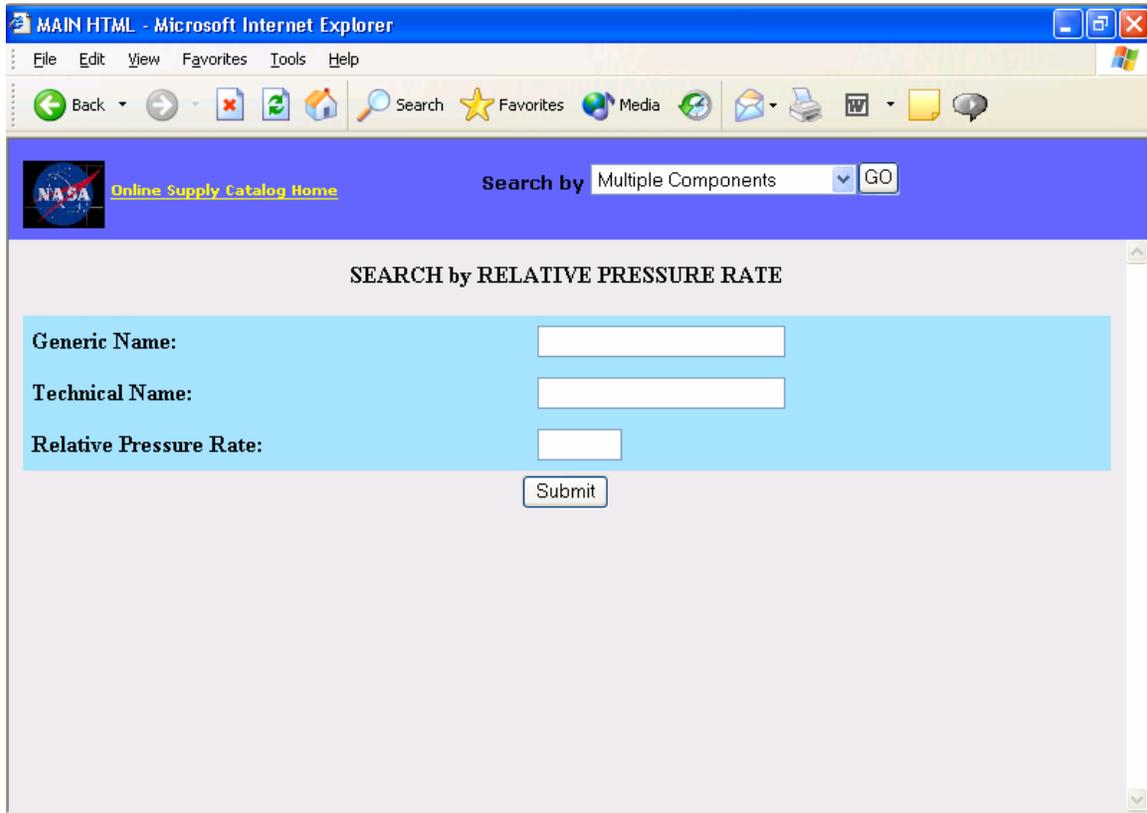
### **SEARCH by MANUFACTURER NAME SCREEN**

The user can scroll through the listing by using the scroll bar, the **Prev Page** button, and the **Next Page** button. Clicking on the **End Search** button will return the user to the NOSC Home Page.

The user can select an asset by clicking the desired NSN. The next screen displayed depends upon the type of asset being viewed. The user could be shown the Asset Selection Screen or the Catalog/Asset Detail Screen.

## Search by Relative Pressure Rate

To search for an asset by Relative Pressure Rate, the user chooses 'Relative Pressure Rate' from the drop-down menu. The Search by Relative Pressure Rate Screen is displayed. The user must enter a generic name. The user can also enter a relative pressure rate and/or a technical name but these are not required. The user should then click the **Submit** button. This will take the user to the Search by Relative Pressure Rate Screen.



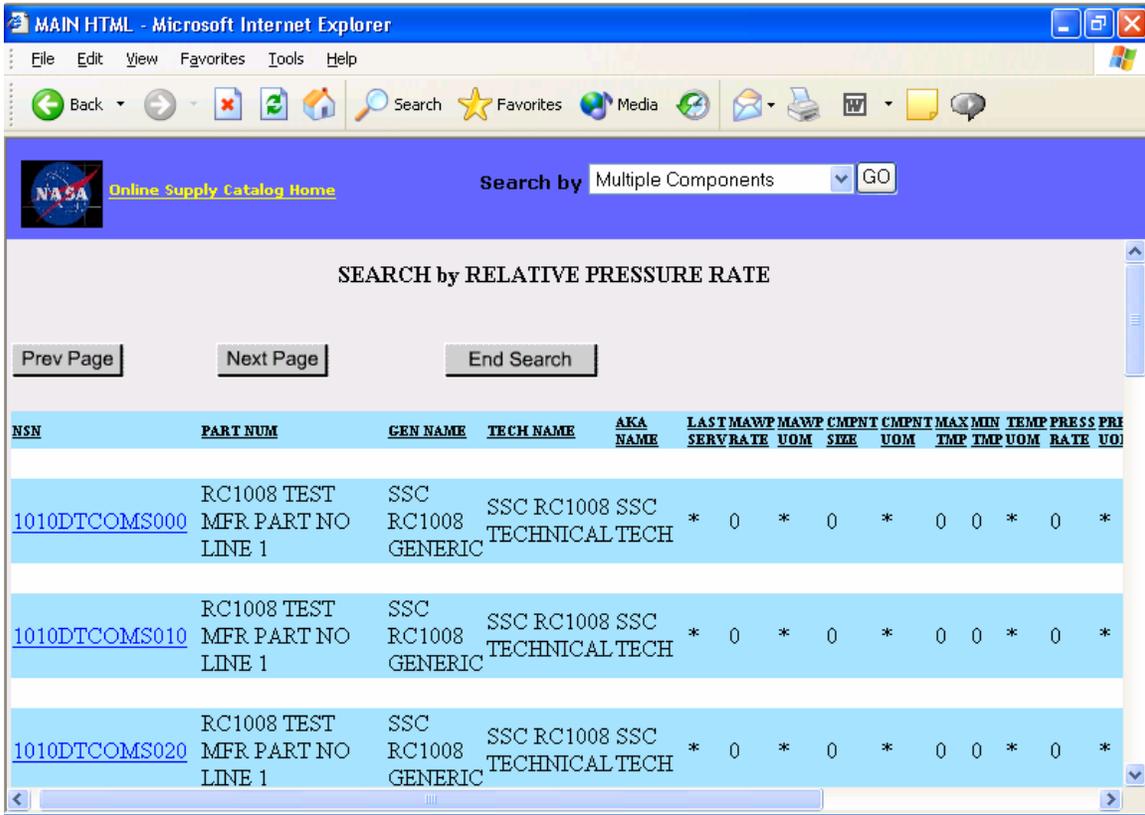
The screenshot shows a Microsoft Internet Explorer browser window displaying the NASA Online Supply Catalog Home. The browser title is "MAIN HTML - Microsoft Internet Explorer". The address bar shows the URL "http://www.nasa.gov/onlinecatalog/home.html". The search bar is set to "Search by Multiple Components" with a "GO" button. The main content area is titled "SEARCH by RELATIVE PRESSURE RATE" and contains a light blue search form with the following fields:

- Generic Name:
- Technical Name:
- Relative Pressure Rate:

A "Submit" button is located below the form fields.

***SEARCH by RELATIVE PRESSURE RATE SCREEN***

The Search by Relative Pressure Rate Screen will provide the user with a listing of assets. The NSN, part number, generic name, technical name, aka name and the propulsion component data for each asset will be displayed. The user can scroll right and left using the scroll bar to view newly added component data: Body Material, End Connections and End To End Dimensions.



**SEARCH by RELATIVE PRESSURE RATE SCREEN**

The user can scroll through the listing by using the scroll bar, the **Prev Page** button, and the **Next Page** button. Clicking on the **End Search** button will return the user to the NOSC Home Page.

The user can select an asset by clicking the desired NSN. The next screen displayed depends upon the type of asset being viewed. The user could be shown the Asset Selection Screen or the Catalog/Asset Detail Screen.

## Search by Serial Number

To search for an asset by Serial Number, the user chooses 'Serial Number' from the drop-down menu. The Search by Serial Number Screen is displayed. The user should type in the serial number (or partial serial number) of the asset for which he is searching and click the **Submit** button. This will take the user to the Search by Serial Number Screen.

MAIN HTML - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

[Online Supply Catalog Home](#) Search by Multiple Components GO

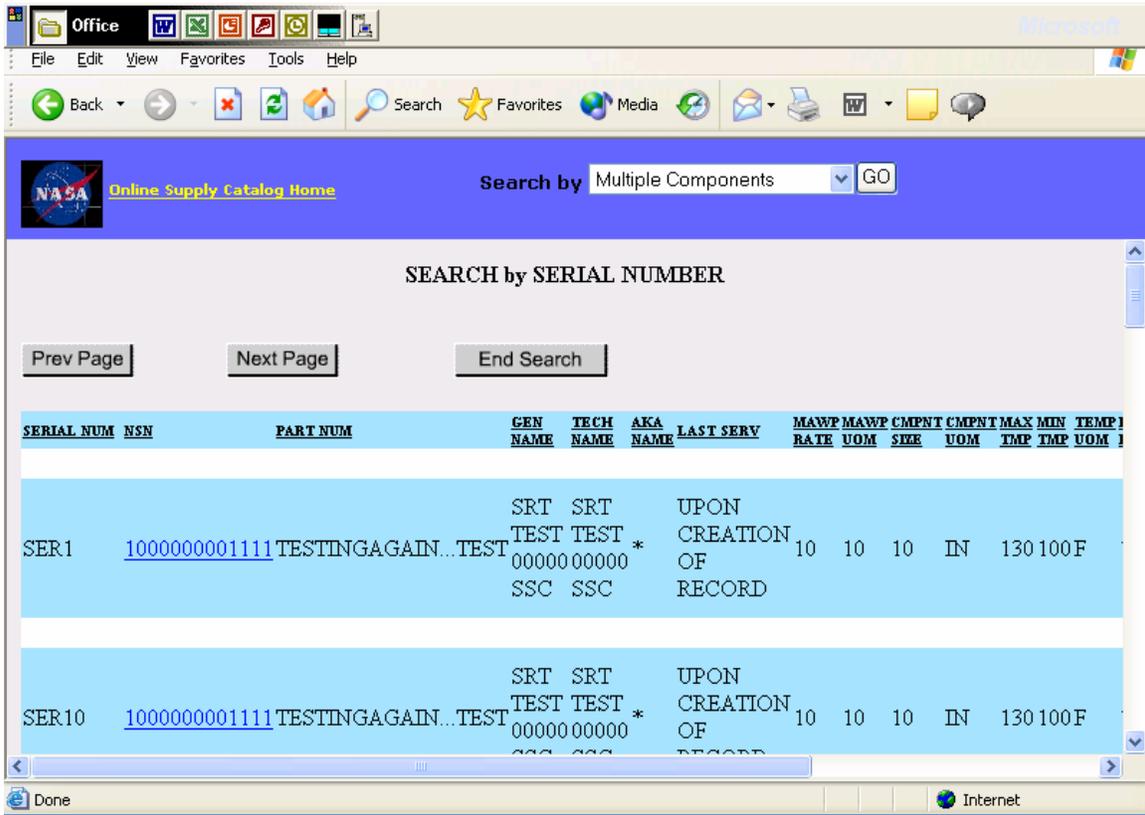
SEARCH by SERIAL NUMBER

Serial Number:

Submit

**SEARCH by SERIAL NUMBER SCREEN**

The Search by Serial Number Screen will provide the user with a listing of assets. The serial number, NSN, part number, generic name, technical name, aka name and the propulsion component data for each asset will be displayed. The user can scroll right and left using the scroll bar to view newly added component data: Body Material, End Connections and End To End Dimensions.



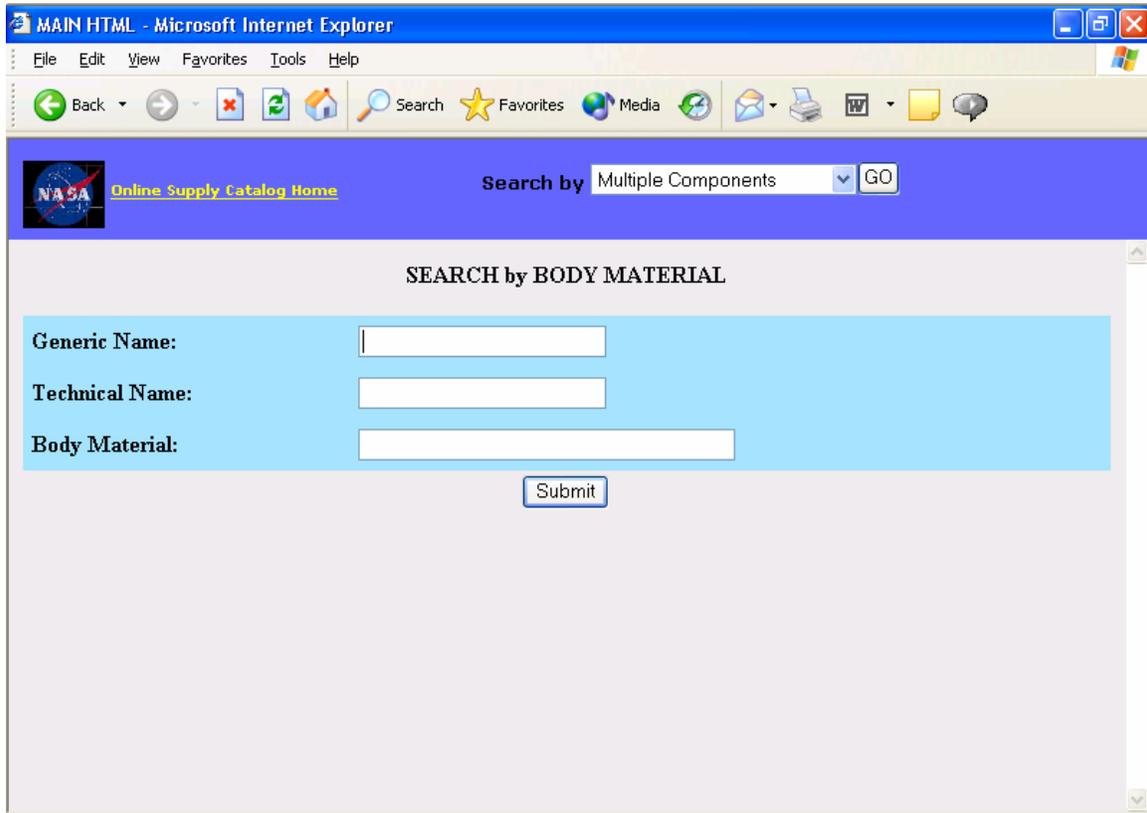
### SEARCH by SERIAL NUMBER SCREEN

The user can scroll through the listing by using the scroll bar, the **Prev Page** button, and the **Next Page** button. Clicking on the **End Search** button will return the user to the NOSC Home Page.

The user can select an asset by clicking the desired NSN. The next screen displayed depends upon the type of asset being viewed. The user could be shown the Asset Selection Screen or the Catalog/Asset Detail Screen.

## Search by Body Material

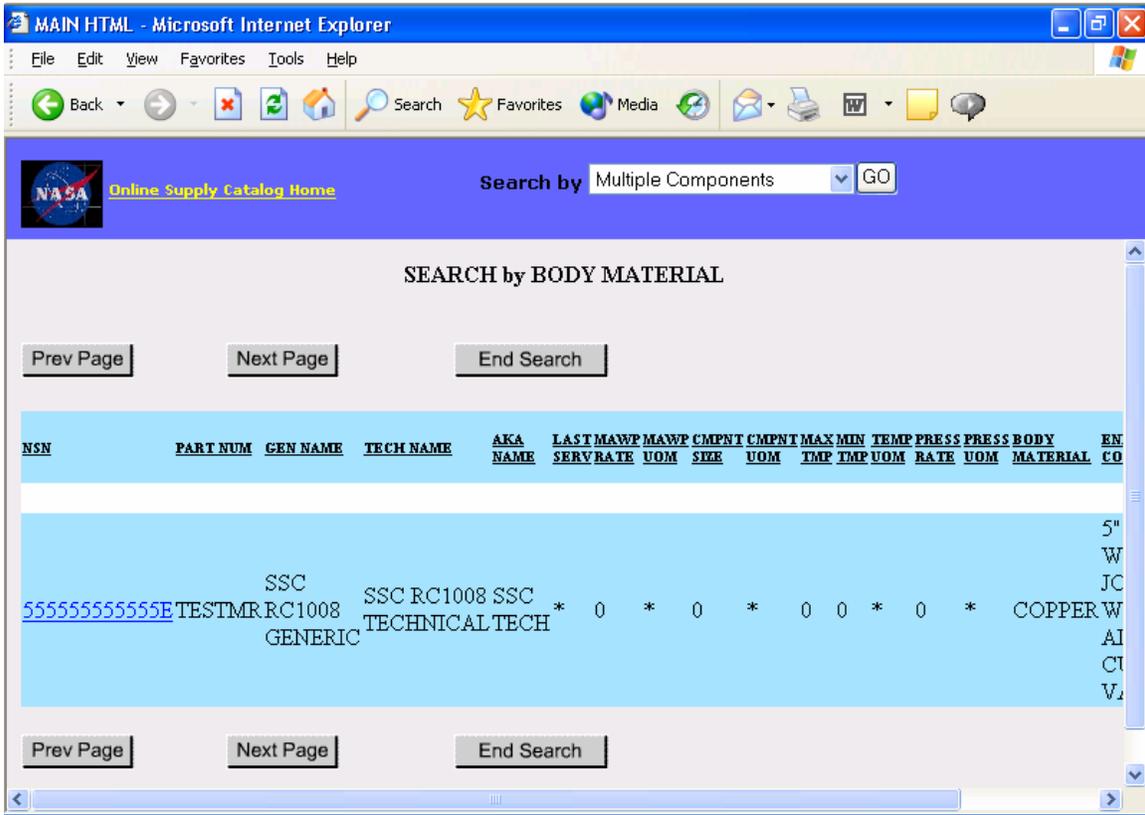
To search for an asset by Body Material, the user chooses 'Body Material' from the drop-down menu. The Search by Body Material Screen is displayed. The user must enter a body material. The user can also enter a generic name and/or a technical name but these are not required. The user should then click the **Submit** button. This will take the user to the Search by Body Material Screen.



The screenshot shows a Microsoft Internet Explorer browser window displaying the NASA Online Supply Catalog Home page. The browser's address bar shows "MAIN HTML - Microsoft Internet Explorer". The page header includes the NASA logo and the text "Online Supply Catalog Home". A search bar is visible with the text "Search by" followed by a dropdown menu set to "Multiple Components" and a "GO" button. The main content area is titled "SEARCH by BODY MATERIAL" and contains a light blue form with three input fields: "Generic Name:", "Technical Name:", and "Body Material:". Below the form is a "Submit" button.

**SEARCH by BODY MATERIAL SCREEN**

The Search by Body Material Screen will provide the user with a listing of assets. The NSN, manufacturer name, part number, generic name, technical name, aka name and the propulsion component data for each asset will be displayed. The user can scroll right and left using the scroll bar to view newly added component data: Body Material, End Connections and End To End Dimensions.



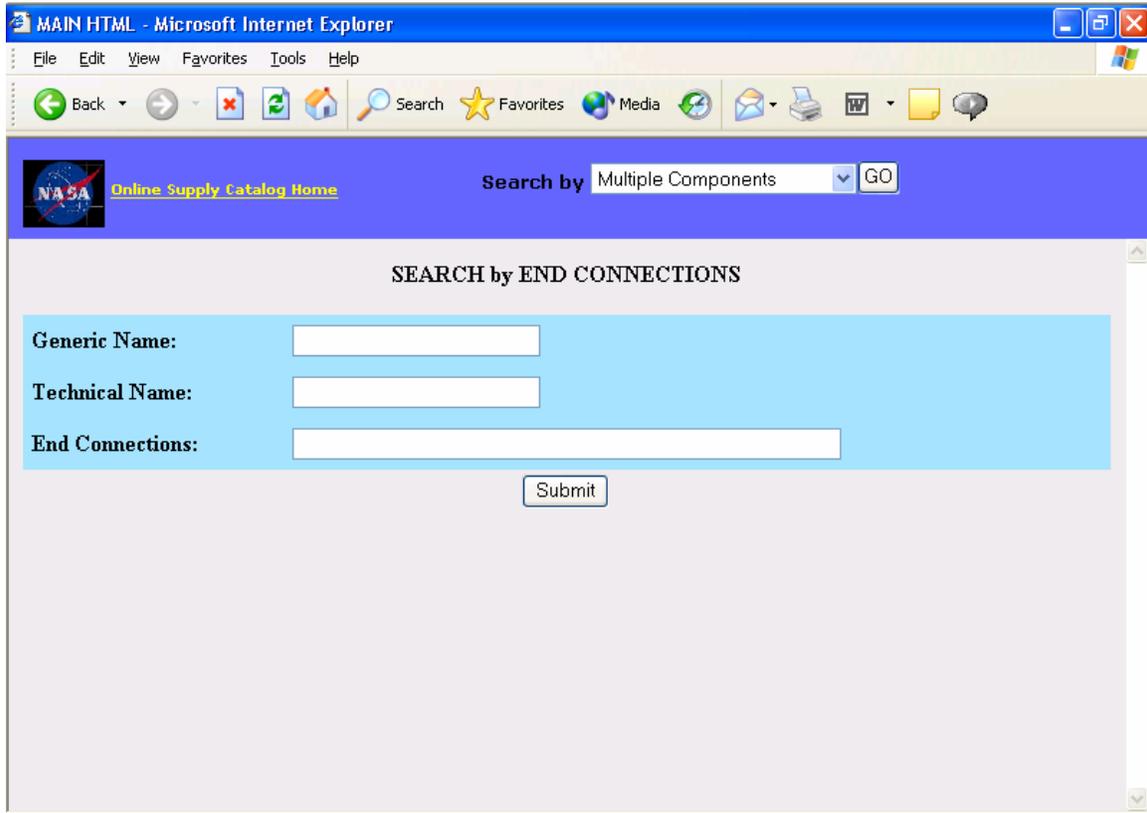
### **SEARCH by BODY MATERIAL SCREEN**

The user can scroll through the listing by using the scroll bar, the **Prev Page** button, and the **Next Page** button. Clicking on the **End Search** button will return the user to the NOSC Home Page.

The user can select an asset by clicking the desired NSN. The next screen displayed depends upon the type of asset being viewed. The user could be shown the Asset Selection Screen or the Catalog/Asset Detail Screen.

## Search by End Connection

To search for an asset by End Connection, the user chooses 'End Connection' from the drop-down menu. The Search by End Connection Screen is displayed. The user must enter an end connection. The user can also enter a generic name and/or a technical name but these are not required. The user should then click the **Submit** button. This will take the user to the End Connection Screen.



The screenshot shows a Microsoft Internet Explorer browser window displaying the NASA Online Supply Catalog Home. The search bar at the top is set to 'Multiple Components'. The main content area is titled 'SEARCH by END CONNECTIONS' and contains three input fields: 'Generic Name:', 'Technical Name:', and 'End Connections:'. A 'Submit' button is located below the 'End Connections' field.

MAIN HTML - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

NASA Online Supply Catalog Home Search by Multiple Components GO

SEARCH by END CONNECTIONS

Generic Name:

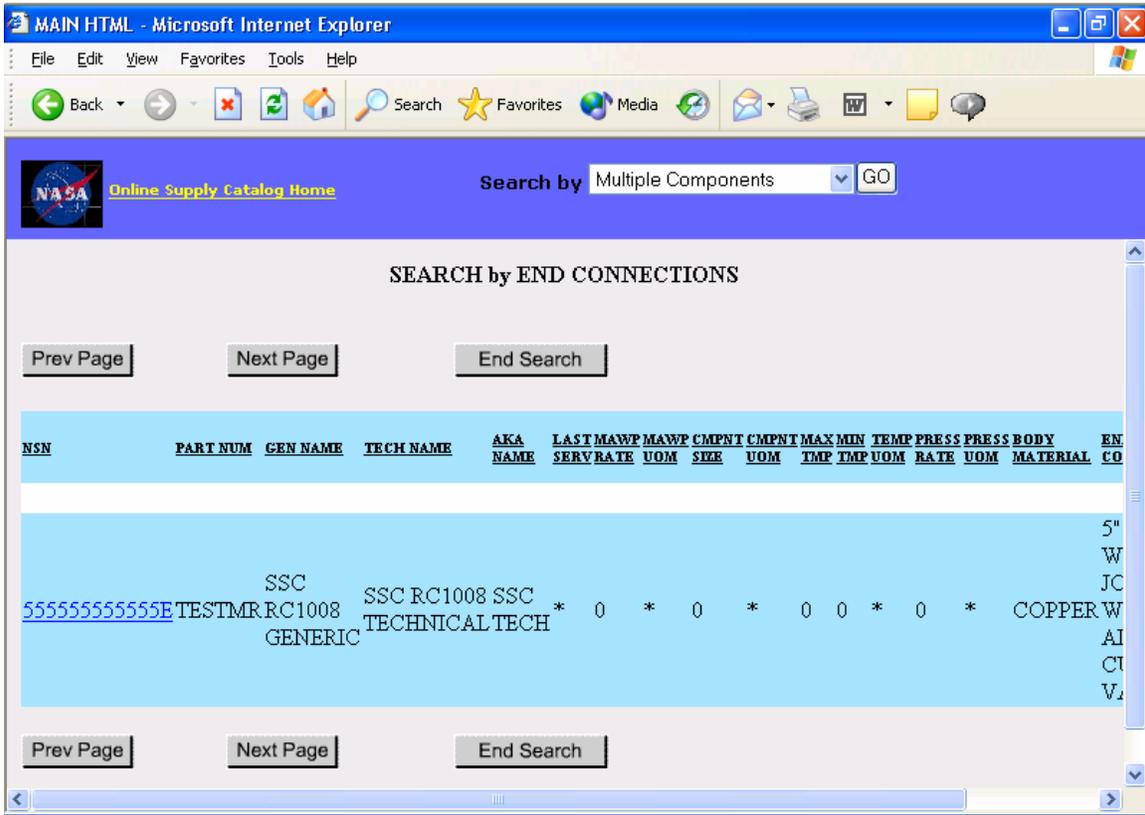
Technical Name:

End Connections:

Submit

***SEARCH by END CONNECTION SCREEN***

The Search by End Connection Screen will provide the user with a listing of assets. The NSN, part number, generic name, technical name, aka name and the propulsion component data for each asset will be displayed. The user can scroll right and left using the scroll bar to view newly added component data: Body Material, End Connections and End To End Dimensions.



**SEARCH by END CONNECTION SCREEN**

The user can scroll through the listing by using the scroll bar, the **Prev Page** button, and the **Next Page** button. Clicking on the **End Search** button will return the user to the NOSC Home Page.

The user can select an asset by clicking the desired NSN. The next screen displayed depends upon the type of asset being viewed. The user could be shown the Asset Selection Screen or the Catalog/Asset Detail Screen.

## Search by End To End Dimension

To search for an asset by End To End Dimension, the user chooses 'End To End Dimension' from the drop-down menu. The Search by End To End Dimension Screen is displayed. The user must enter an end to end dimension. The user can also enter a generic name and/or a technical name but these are not required. The user should then click the **Submit** button. This will take the user to the Search by End To End Dimension Screen.

MAIN HTML - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

NASA Online Supply Catalog Home

Search by Multiple Components GO

SEARCH by End To End Dimensions

Generic Name:

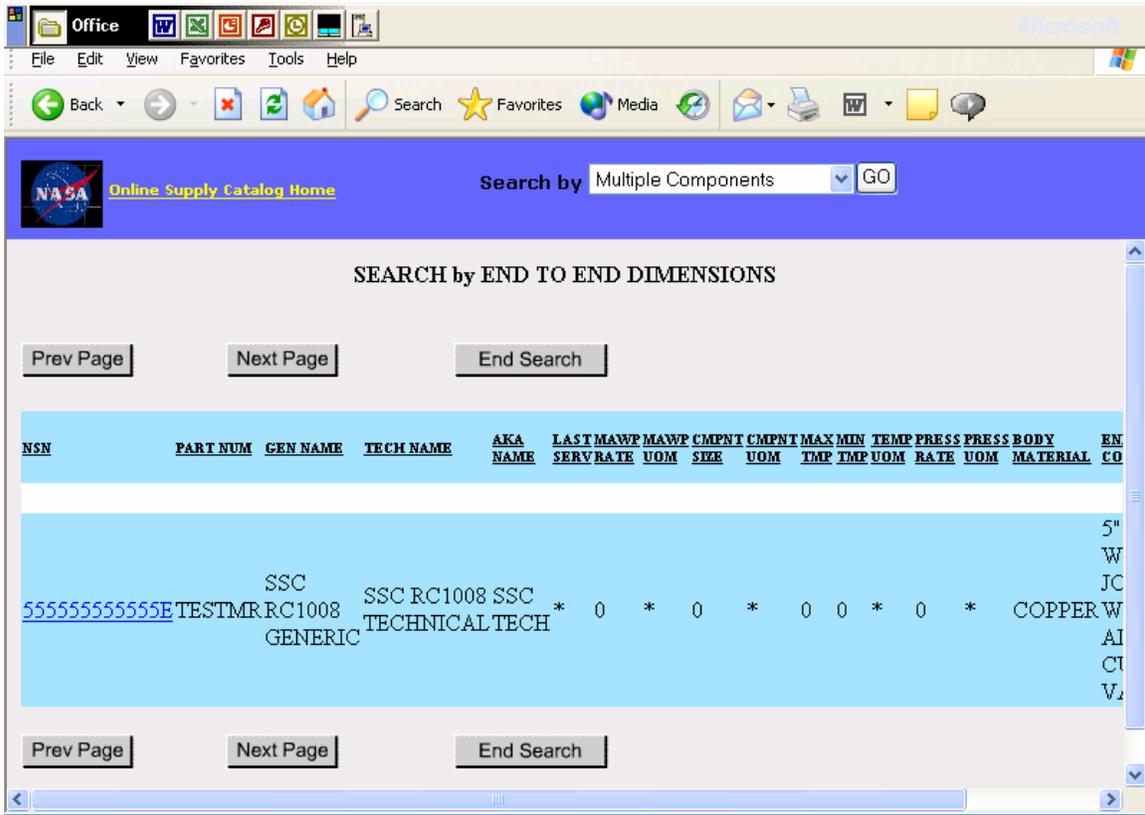
Technical Name:

End To End Dimensions:

Submit

### **SEARCH by END TO END DIMENSION SCREEN**

The Search by End To End Dimension Screen will provide the user with a listing of assets. The NSN, part number, generic name, technical name, aka name and the propulsion component data for each asset will be displayed. The user can scroll right and left using the scroll bar to view newly added component data: Body Material, End Connections and End To End Dimensions.



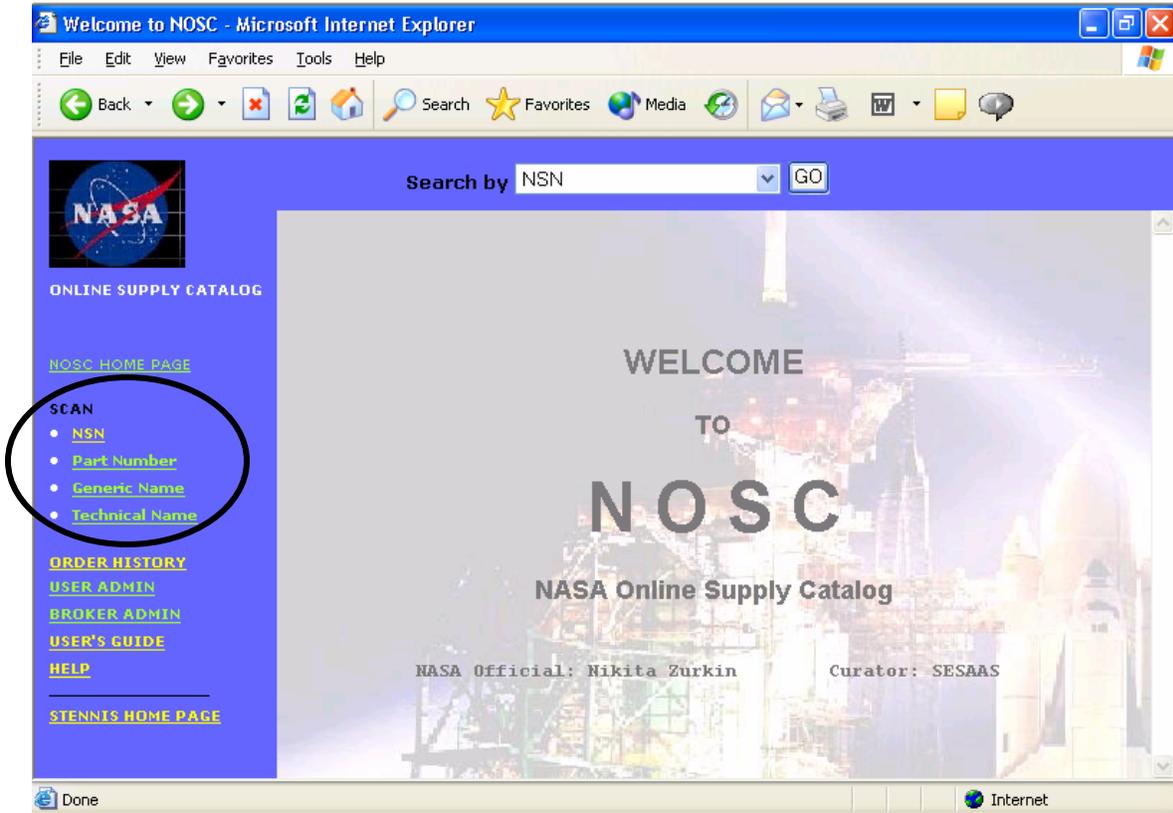
**SEARCH by END TO END DIMENSION SCREEN**

The user can scroll through the listing by using the scroll bar, the **Prev Page** button, and the **Next Page** button. Clicking on the **End Search** button will return the user to the NOSC Home Page.

The user can select an asset by clicking the desired NSN. The next screen displayed depends upon the type of asset being viewed. The user could be shown the Asset Selection Screen or the Catalog/Asset Detail Screen.

## SCAN OPTIONS

By using the Scan options on the NOSC Home Page, the user can have all available assets displayed sorted in one of four ways. The sort options are by NSN, by Part Number, by Generic Name, or by Technical Name.



***NOSC HOME PAGE – SCAN OPTIONS***

When the user chooses one of the SCAN links on the NOSC Home Page, the Scan by Screen for the chosen option is displayed.

## Description of Scan Screens

For each Scan option, the NSN, the Part Number, the Generic Name, the Technical Name and the AKA Name for the asset will be displayed. The propulsion component data for each asset is also shown. The user can scroll right and left using the scroll bar to view newly added component data: Body Material, End Connections and End To End Dimensions. The user can scroll through the listing by using the scroll bar, the **Prev Page** button, and the **Next Page** button. Clicking on the **End Scan** button will return the user to the NOSC Home Page.

Once the user has chosen the desired Scan By option, he may also enter a value from which to start in the space beside the **Execute** button.

Once the desired asset is located, the user should click on the NSN. Depending on the chosen asset, the user will be taken to the Asset Selection Screen or the Catalog/Asset Detail Screen.

If the NSN chosen has multiple assets (a mixture of program stock, standby stock, and/or program stock), the Asset Selection Screen will be displayed. The user can then choose the desired asset and will be taken to the Catalog/Asset Detail Screen.

If the NSN chosen does not have multiple assets, the user will be taken directly to the Catalog/Asset Detail Screen.

An example of each of the Scan Screens is shown next. After that, the Asset Selection Screen and the Catalog/Asset Detail Screen are briefly discussed.

## Scan by NSN

**SCAN by NSN**

ENTER STARTING NSN:

<u>NSN</u>	<u>PART NUM</u>	<u>GEN NAME</u>	<u>TECH NAME</u>	<u>AKA NAME</u>	<u>LAST MAFP</u>	<u>MAFP SERV RATE</u>	<u>MAFP UOM</u>	<u>CMPNT SIZE</u>	<u>CMPNT UOM</u>
<a href="#">1010DTCOMS000</a>	RC1008 TEST MFR PART NO LINE 1	SSC RC1008 GENERIC	SSC RC1008 TECHNICAL TECH	SSC	*	0	*	0	*
<a href="#">1010DTCOMS010</a>	RC1008 TEST MFR PART NO LINE 1	SSC RC1008 GENERIC	SSC RC1008 TECHNICAL TECH	SSC	*	0	*	0	*
<a href="#">1010DTCOMS020</a>	RC1008 TEST MFR PART NO LINE 1	SSC RC1008 GENERIC	SSC RC1008 TECHNICAL TECH	SSC	*	0	*	0	*

### SCAN by NSN SCREEN

## Scan by Part Number

Part Number Scan - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print Mail

**SCAN by PART NUMBER**

ENTER STARTING PART NUMBER:

<u>NSN</u>	<u>PART NUM</u>	<u>GEN NAME</u>	<u>TECH NAME</u>	<u>AKA NAME</u>	<u>LAST SERV</u>	<u>MAWP RATE</u>	<u>MAWP UOM</u>	<u>CMPT SIZE</u>	<u>CMPT UOM</u>	<u>MAX TMP</u>	<u>MIN TMP</u>	<u>TEMP UOM</u>	<u>PRESS RATE</u>	<u>PRESS UOM</u>	<u>BODY MATER</u>
<a href="#">396000LN01477</a>	0-22AM3	GUARD	BRASS SHIMS	*	0	*	0	*	0	0	*	0	*	0	
<a href="#">3110001981050</a>	009BB001-25	BALL	STEEL SHIMS	*	0	*	0	*	0	0	*	0	*	0	
<a href="#">396000LN01510</a>	021A3	GUARD	BRASS SHIMS	*	0	*	0	*	0	0	*	0	*	0	
<a href="#">3834000EC0106</a>	035-8-0060	FLAT WASHER	BRASS SHIMS	*	0	*	0	*	0	0	*	0	*	0	
<a href="#">3834000EC0127</a>	035-8-0080	FLAT WASHER	BRASS SHIMS	*	0	*	0	*	0	0	*	0	*	0	

**SCAN by PART NUMBER SCREEN**

## Scan by Generic Name

**SCAN by GENERIC NAME**

ENTER STARTING GENERIC NAME:

<u>NSN</u>	<u>PART NUM</u>	<u>GEN NAME</u>	<u>TECH NAME</u>	<u>AKA NAME</u>	<u>LAST MAWP</u>	<u>MAWP</u>	<u>CMPNT</u>	<u>CMPNT</u>	<u>MAX MI</u>	<u>SERV RATE</u>	<u>UOM</u>	<u>SIZE</u>	<u>UOM</u>	<u>TMP</u>	<u>TM</u>
<a href="#">330000T040373</a>	415-7-6504	ADAPTER BRASS SHIMS *			100	*	100	*	0	0					
<a href="#">330000T040374</a>	415-7-6582	ADAPTER BRASS SHIMS *			100	*	100	*	0	0					
<a href="#">330000T040375</a>	415-7-6502	ADAPTER BRASS SHIMS *			100	*	100	*	0	0					
<a href="#">330000T040376</a>	415-7-6531	ADAPTER BRASS SHIMS *			100	*	100	*	0	0					
<a href="#">330000W040896</a>	N/A	ADAPTOR BRASS SHIMS *			0	*	0	*	0	0					

**SCAN by GENERIC NAME SCREEN**

## Scan by Technical Name

Technical Name Scan - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

SCAN by TECHNICAL NAME

ENTER STARTING TECHNICAL NAME:  Execute

Prev Page Next Page End Scan

NSN	PART NUM	GEN NAME	TECH NAME	AKA NAME	LAST SERV	MAWF RATE	MAWF UOM	CMPNT SIZE	CMPNT UOM	MAX TMP	MIN TMP	TEMP UOM	PRESS RATE	PRESS UOM	BODY MATERIAL	END CONN
<a href="#">3832000AA3505</a>	5266CA	PLUG	ANGLE VALVE	ANGLE VALVE	*	0	*	0	*	0	0	*	0	*	0	0
<a href="#">304000LN01361</a>	BM298S	SHIM	BRASS SHIMS	BRASS SHIMS	*	0	*	0	*	0	0	*	0	*	0	0
<a href="#">304000LN01362</a>	BM298J	SHIM	BRASS SHIMS	BRASS SHIMS	*	0	*	0	*	0	0	*	0	*	0	0
<a href="#">320000T040104</a>	415-8-	DRAIN	BRASS SHIMS	BRASS SHIMS	*	0	*	0	*	0	0	*	0	*	0	0

SCAN by TECHNICAL NAME SCREEN

## ASSET SELECTION SCREEN

The Asset Selection Screen is displayed if the chosen NSN has multiple assets (a mixture of program stock, standby stock, and/or program stock). All of these assets and the associated data are displayed. From the Asset Selection Screen the user may click on the desired asset and they will be taken to the Catalog/Asset Detail Screen.

ASSET SELECTION

Cancel

<u>DOMAIN</u>	<u>NSN</u>	<u>SSC</u>	<u>SO</u>	<u>UNIT ISSUE</u>	<u>SPLY CODE</u>	<u>PRICE</u>	<u>QTY</u>	<u>ORG</u>	<u>PROJ</u>
NS	<a href="#">222222222222E</a>	1	01	EA		1.0	Y		
NS	<a href="#">222222222222E</a>	2	01	EA		1.0	Y	TX11	A01
NS	<a href="#">222222222222E</a>	2	01	EA		1.0	Y	TX12	A02

## ASSET SELECTION SCREEN

## CATALOG/ASSET DETAIL SCREEN

The Catalog/Asset Detail Screen displays various details about the selected asset. Some of these details are the asset's Description, Part Number, Manufacturer Name, Technical Description, Price, Unit of Issue, and Trace Code. Depending on the asset and the user's authority to order assets, one of the following combinations of buttons will be displayed at the top of this screen:

- **Cancel** (Traceable and Non-Traceable Assets)
- **Order Quantity**, and **Cancel** (Non-Traceable Non-Program Stock Assets)
- **View Quantity**, **Order Quantity**, and **Cancel** (Non-Traceable Program Stock Assets)
- **View Trace Quantity**, **View & Order Trace Quantity**, and **Cancel** (Traceable Assets only)

In addition to the buttons listed above, the View Picture button could also be displayed. The **View Picture** button is enabled if the user's site has an image database, which provides a link to the images to be displayed.

The **Cancel** button is always enabled. Clicking the **Cancel** button will take the user back one screen.

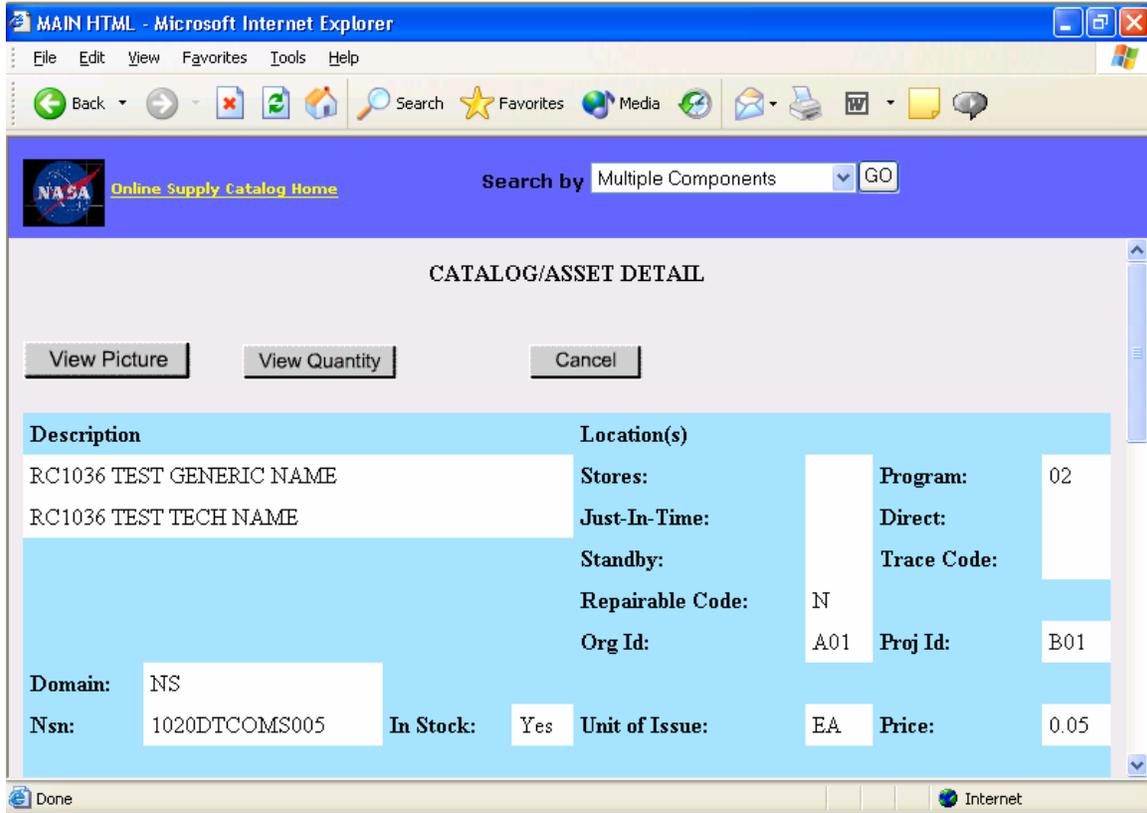
The **View Quantity** button is enabled when the asset has quantity on hand and the asset is non-traceable program stock (stock status code of '2').

The **Order Quantity** button is enabled in the following situations:

1. When the user is authorized to order from NOSC, the asset is non-traceable program stock, and has quantity on hand.
2. When the user is authorized to order from NOSC, the asset is stand-by stock, and has quantity on hand.
3. When the user is authorized to order from NOSC and the asset is non-traceable store stock.
4. When the user is authorized to order from NOSC and the asset is a JIT item.

The **View Trace Quantity** and **View & Order Trace Quantity** buttons are enabled when the user is authorized to order from NOSC, the asset is traceable, and has quantity on hand.

## View Picture Button



### **VIEW PICTURE BUTTON**

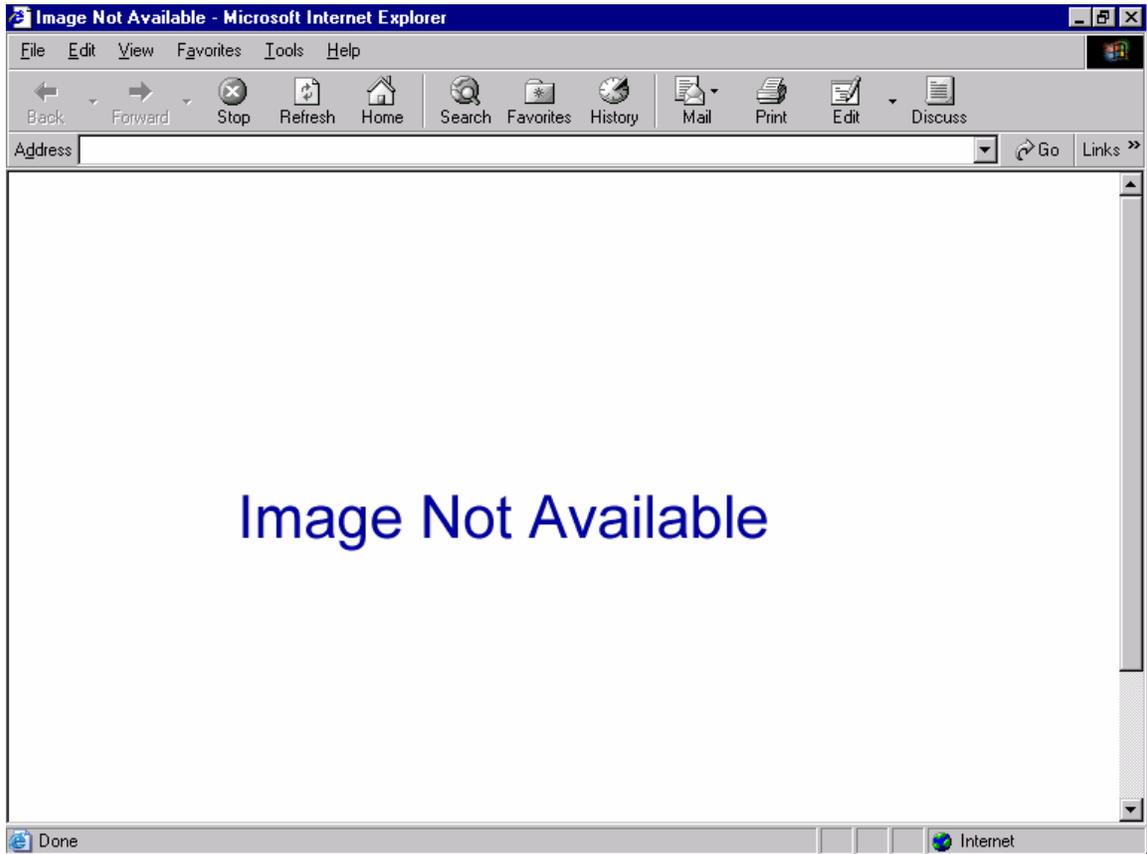
The **View Picture** button is active if the site has an image database to which NOSC can connect. If the site has this database, the **View Picture** button will be active for all assets.

When the View Picture button is clicked, a separate browser window will be opened. If the asset has an illustration stored in the image database, the picture will be displayed in this new browser window.



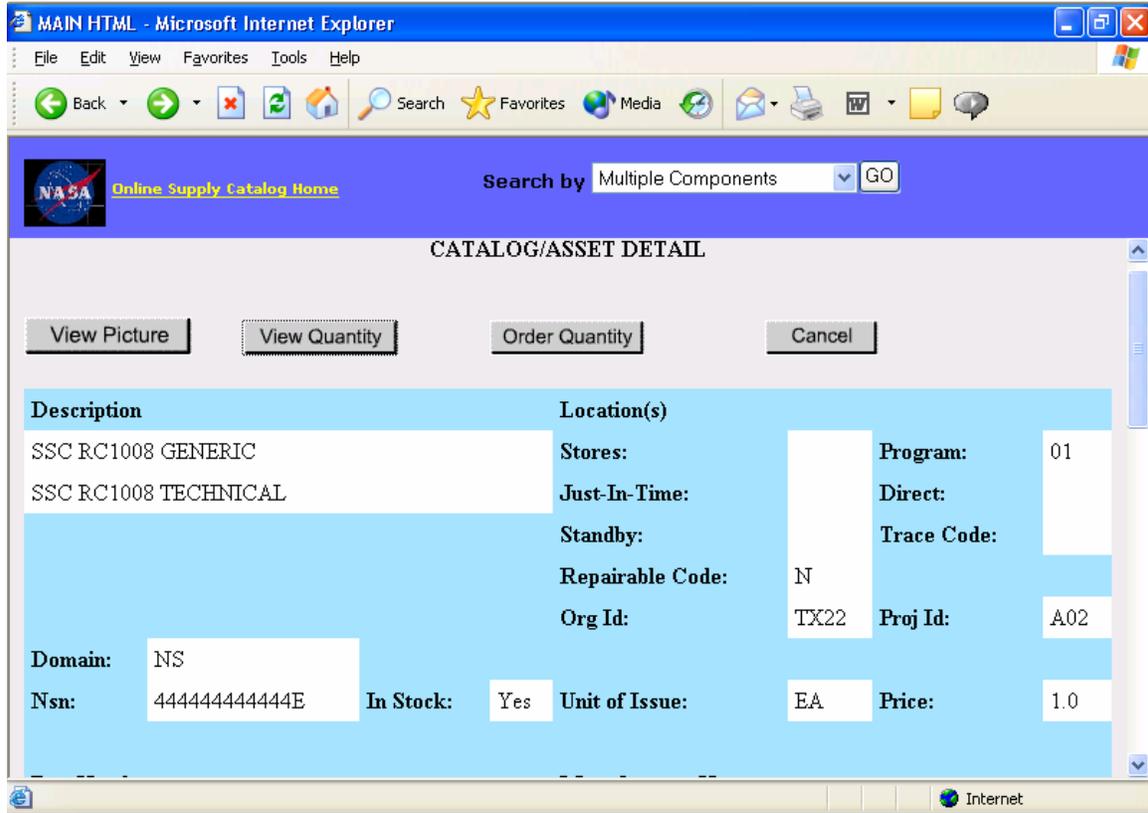
**IMAGE DISPLAYED SCREEN**

If there is no representation available in the image database, this will be noted in the new browser window.



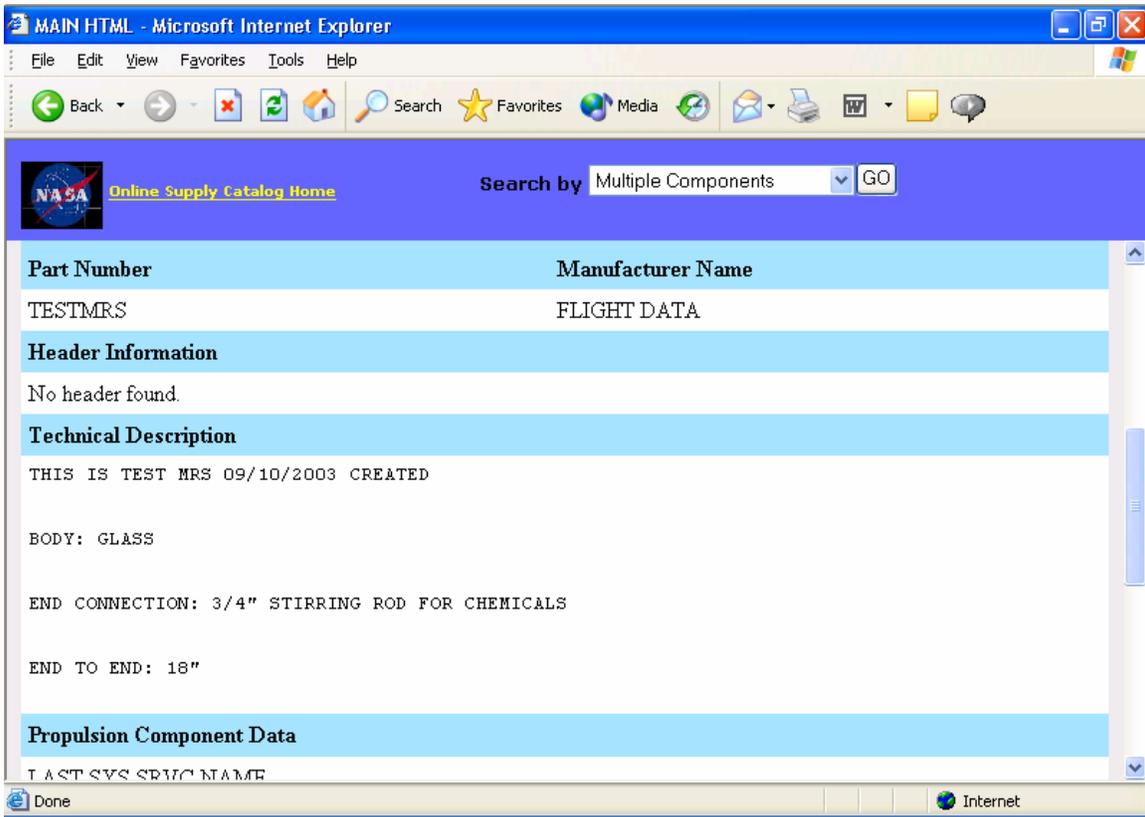
**IMAGE NOT AVAILABLE SCREEN**

## Non-Traceable Asset

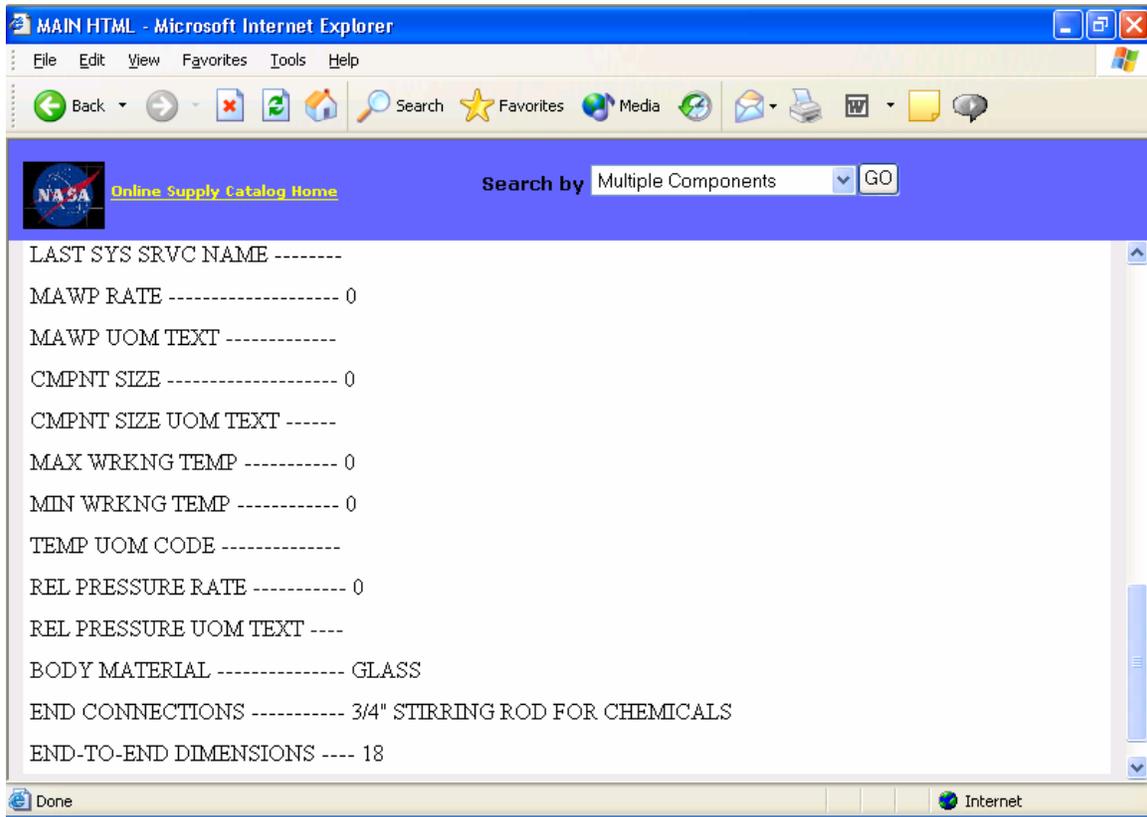


**TOP OF CATALOG/ASSET DETAIL SCREEN  
showing a Non-Traceable Asset**

The repairable state (Repairable Code) of a component asset is now available. If the repairable state is 'Y', upon ordering a component, an indicator specifying whether the asset is consumed or returned (Consumed / Returned radio button) must be selected on the Order Request screen before placing the order.

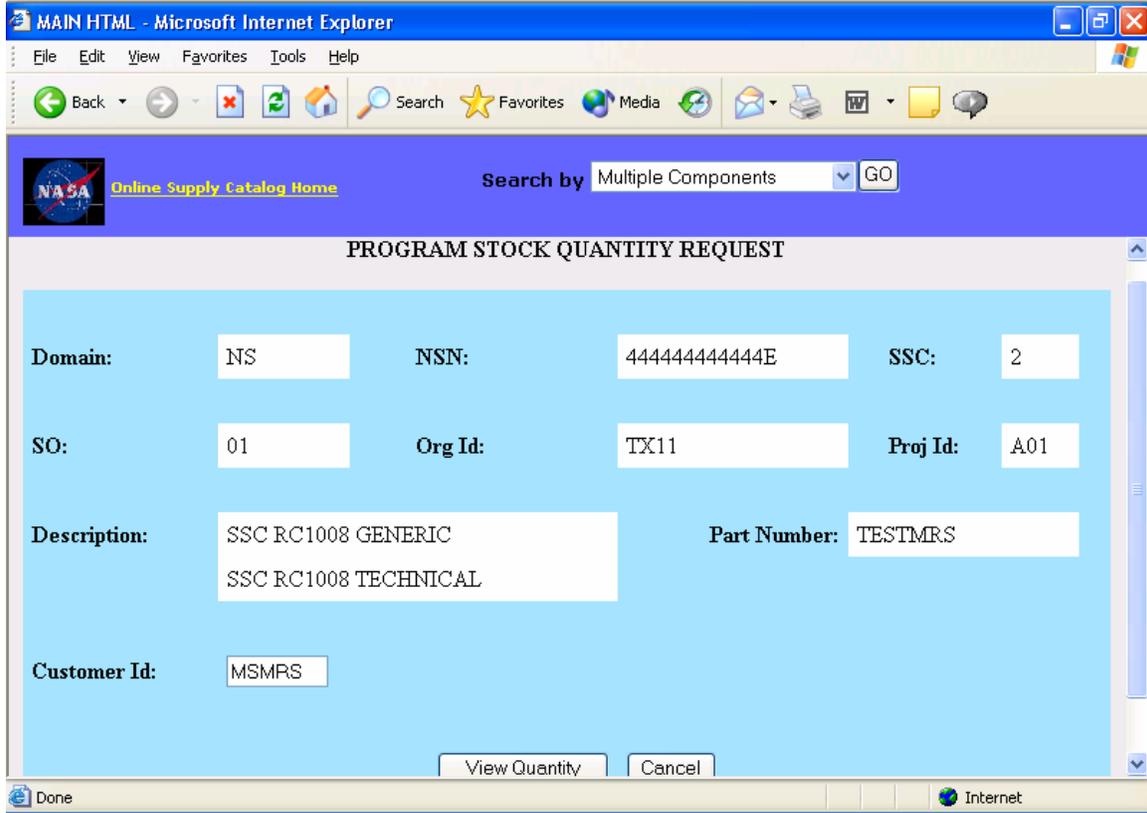


**MIDDLE OF CATALOG/ASSET DETAIL SCREEN  
showing a Non-Traceable Asset**



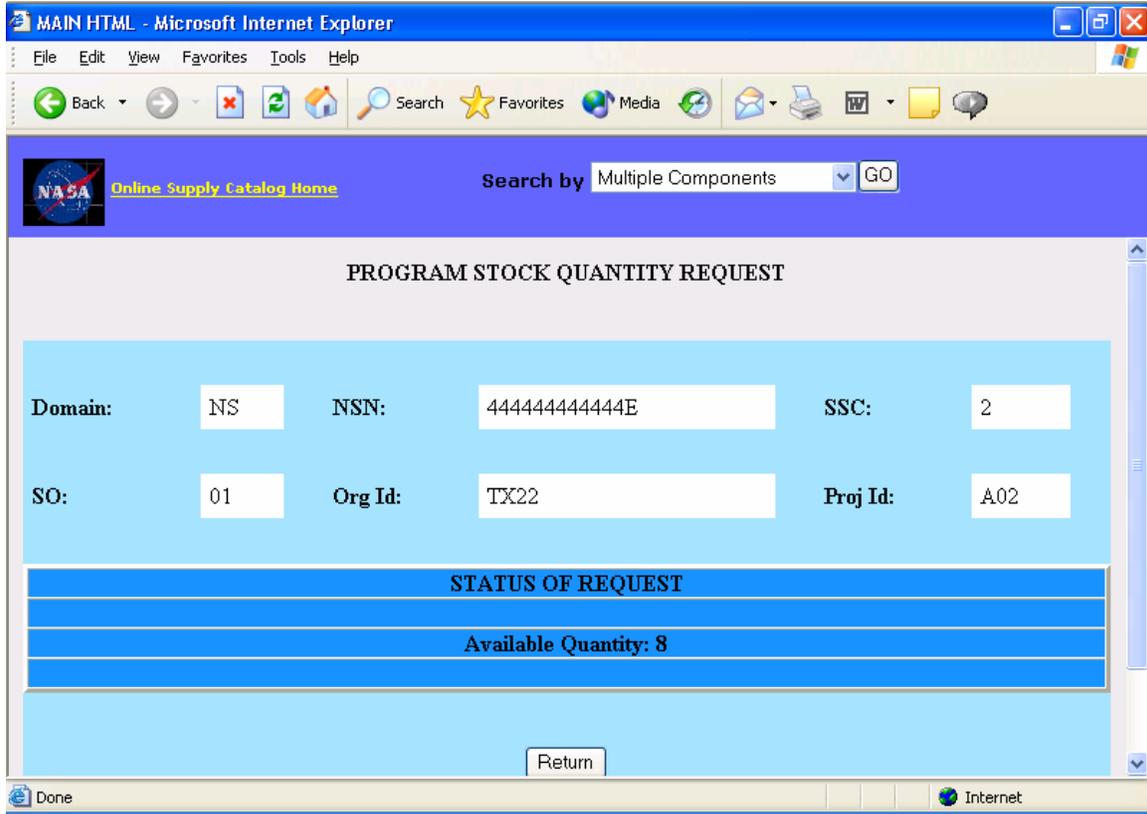
***BOTTOM OF CATALOG/ASSET DETAIL SCREEN  
showing a Non-Traceable Asset***

When the user clicks on the **View Quantity** button on the Catalog/Asset Detail Screen, the Program Stock Quantity Request Screen is displayed.

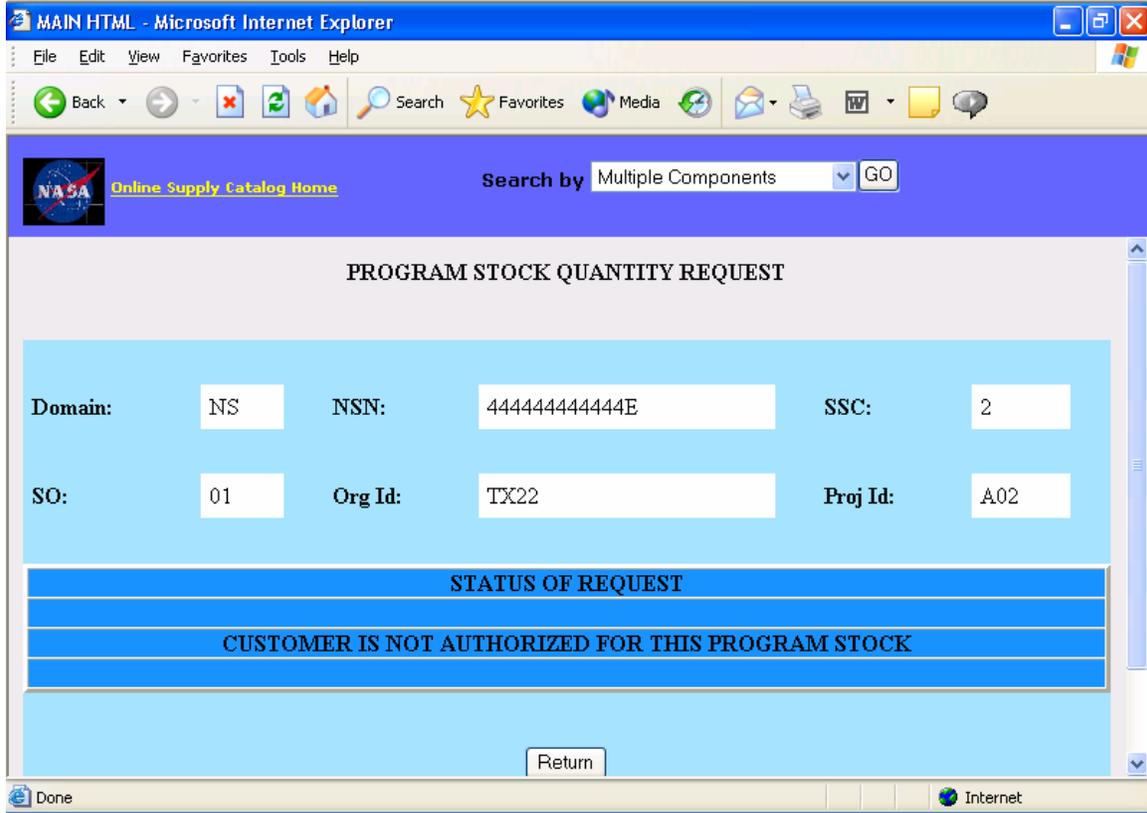


**PROGRAM STOCK QUANTITY REQUEST SCREEN**

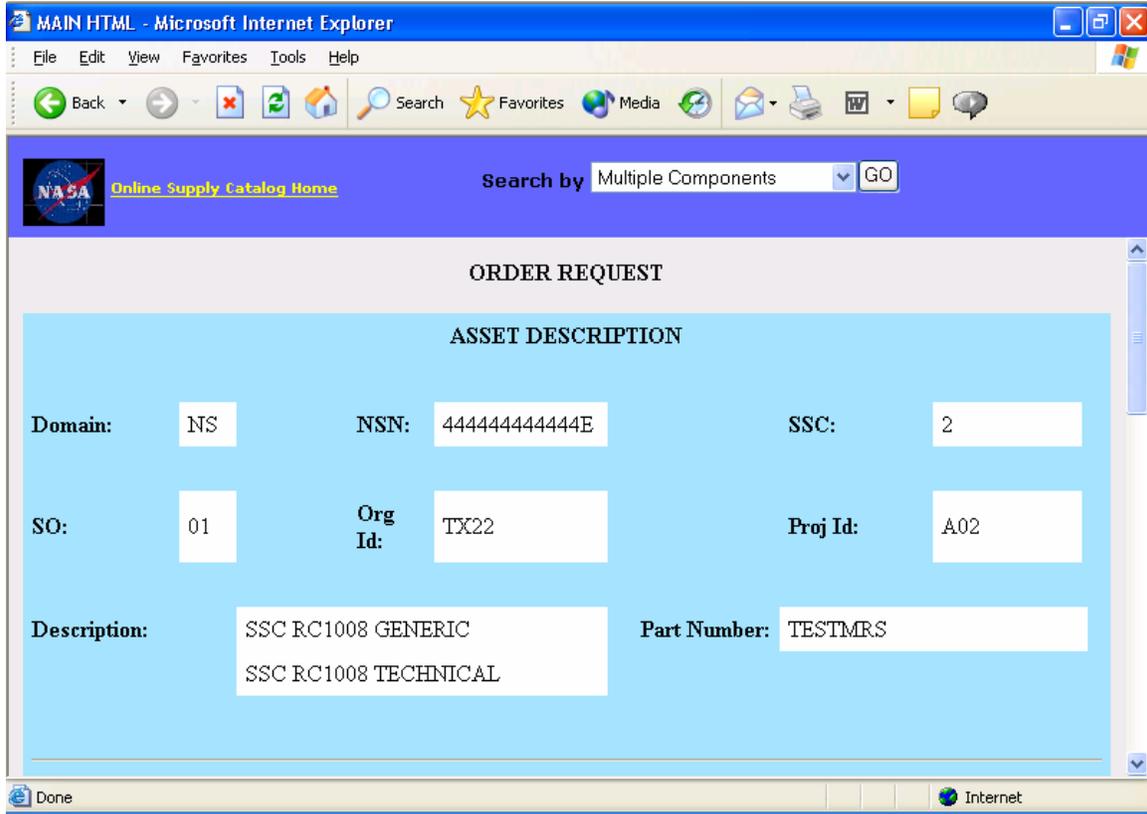
When user clicks the **View Quantity** button on the Program Stock Quantity Request Screen, if the user has authority for this asset, the quantity on hand is returned.



If the user is not authorized to look at the particular asset in question, he will receive an error message similar to the one shown below.

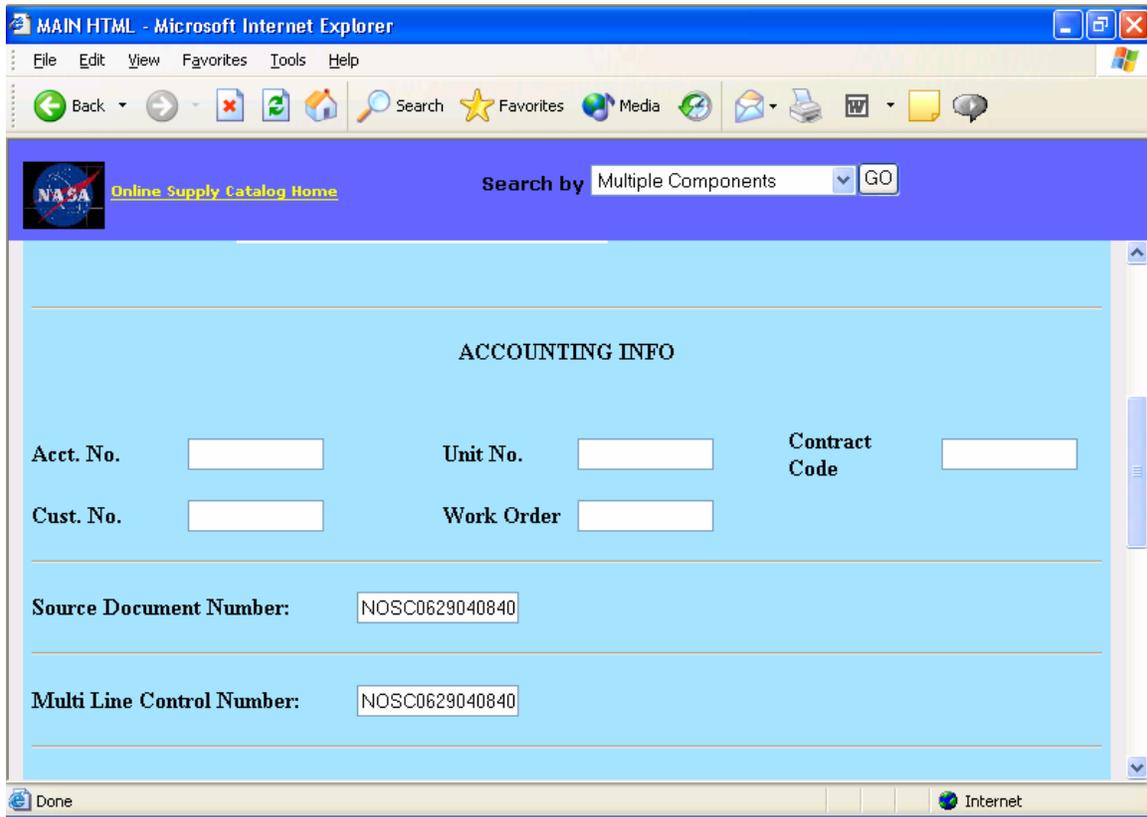


When the user clicks on the **Order Quantity** button on the Catalog/Asset Detail Screen, the Order Request Screen is displayed. This screen is divided into four sections. A description of each follows.



**ORDER REQUEST SCREEN  
ASSET DESCRIPTION SECTION**

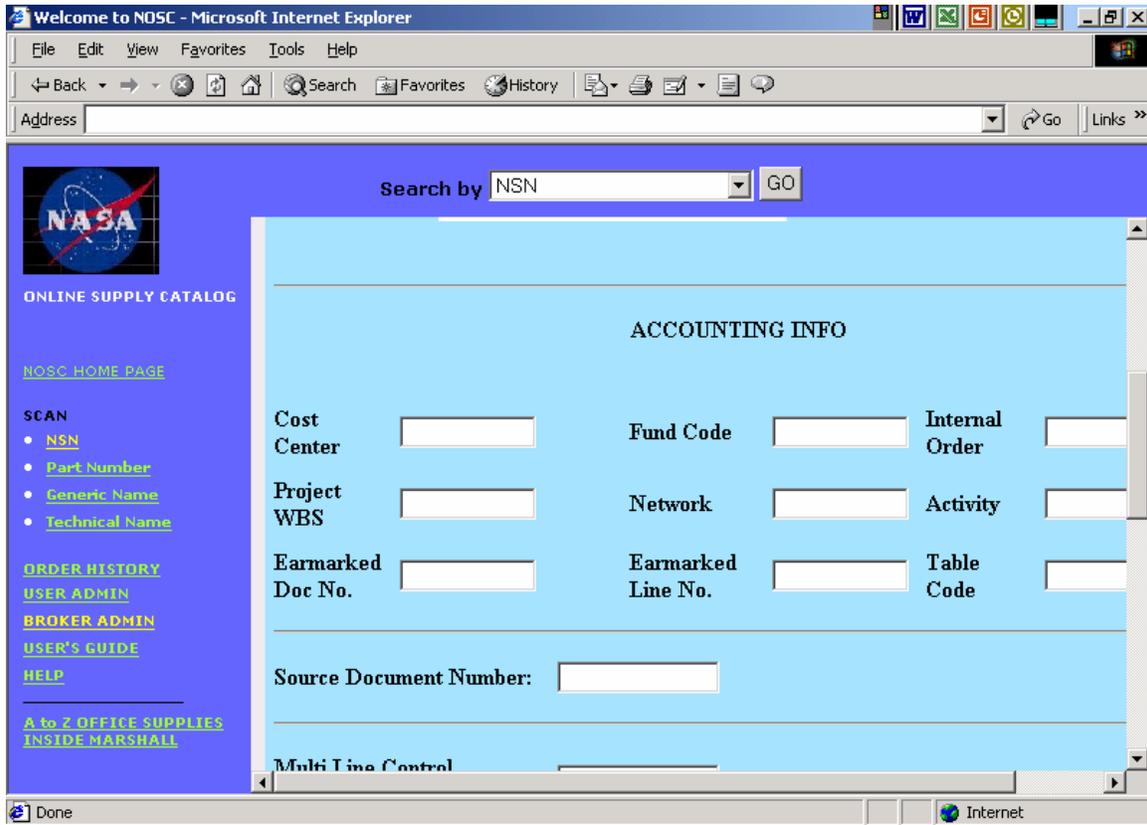
The Asset Description Section of the Order Request Screen displays the Domain, NSN, Stock Status Code (SSC), Stock Ownership Number (SO), Org Id, Project Id, Description, and Part Number of the asset.



**ORDER REQUEST SCREEN  
ACCOUNTING INFO SECTION**

The Accounting Info Section allows the user to enter the accounting information for his order. Each NASA site individually determines the information required.

If a center interfaces with the Integrated Financial Management Procurement (IFMP) core finance system in NSMS for funds availability and approval, they will also interface with IFMP in NOSC as well. The accounting information for every center will consist of all the fields below except Table Code. This is a site-specific field.



**ORDER REQUEST SCREEN  
IFMP ACCOUNTING INFO SECTION**

MAIN HTML - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

**NASA Online Supply Catalog Home** Search by Multiple Components GO

Acct. No.  Unit No.  Contract Code

Cust. No.  Work Order

Source Document Number:

Multi Line Control Number:

**DELIVERY INFO**

Name:  Phone:

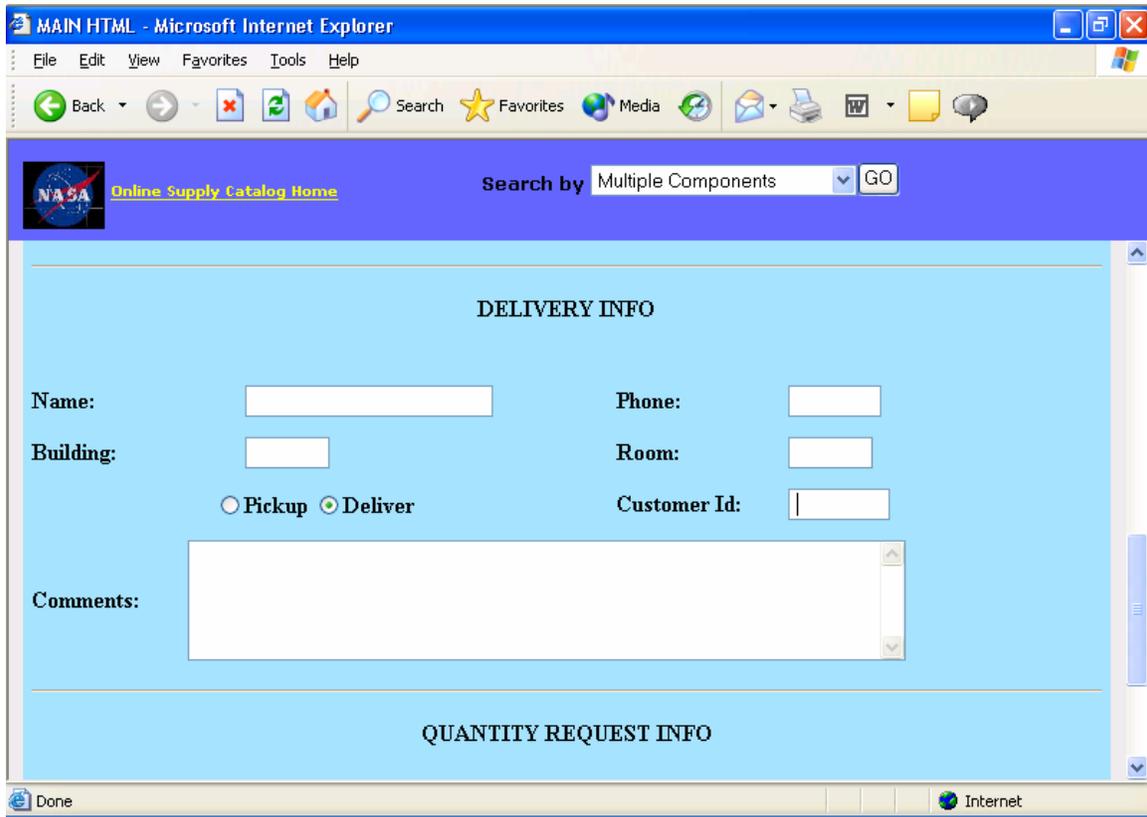
Building:  Room:

Done Internet

***SOURCE DOCUMENT NUMBER and MULTI-LINE CONTROL NUMBER***

The capability exists for the Source Document Number to be automatically generated at each site. It consists of the literal 'NOSC', the date in MMDDYY format, and a four-digit sequence number. See the screen above for an example.

The Multi-Line Control Number may be entered for printing multi-line notices. Single notices will be printed if this field is blank. (NOTE: The Multi Line Control Number **SHOULD NOT** contain any imbedded spaces.)



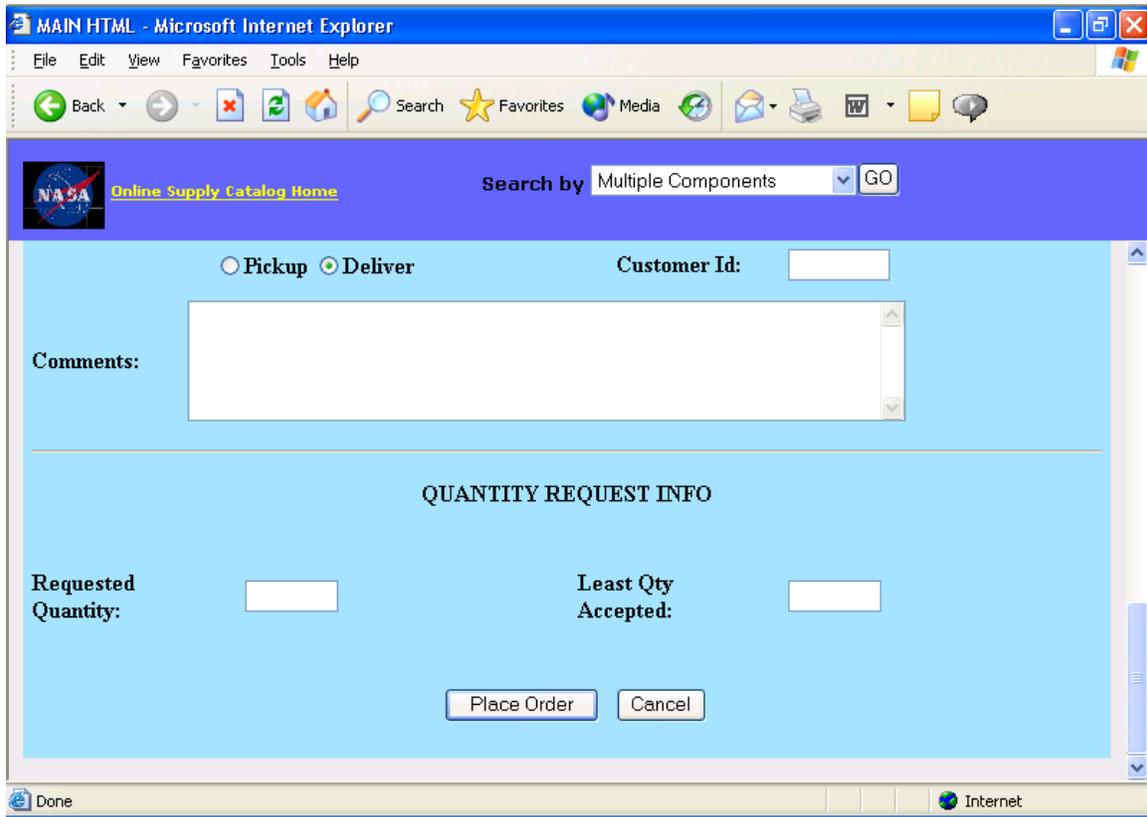
***ORDER REQUEST SCREEN  
DELIVERY INFO SECTION***

The Delivery Info Section allows the user to enter delivery information. The user is required to enter their Name, Phone Number, Building, and Room.

The Customer ID is the identification within NSMS indicating whether or not that person can request that particular item. It is important to keep in mind that the person executing the application has authority to place orders, but, as far as specific items are concerned, the Customer Id is the determining factor.

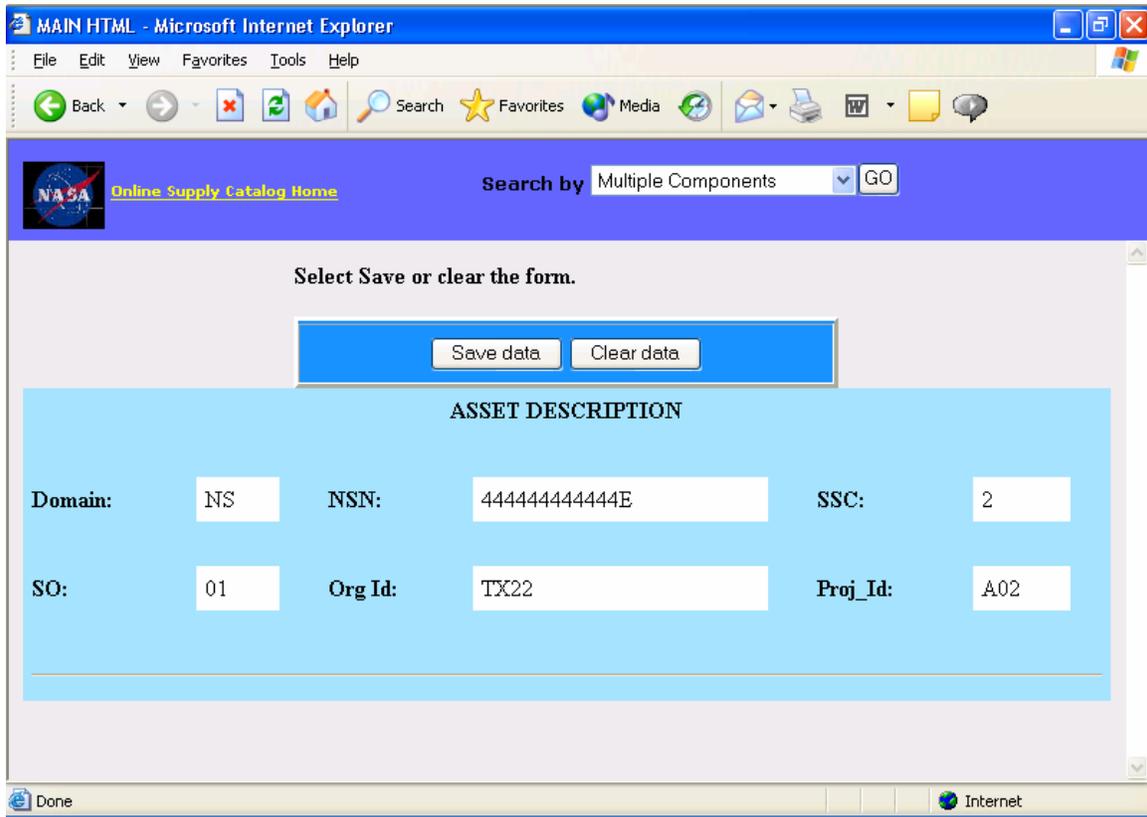
This section has two radio buttons by which the user can indicate whether he will pick up his order or wishes it to be delivered.

The user can enter text information relevant to his order. This comment is attached to the order transaction and is available for viewing through the transaction display process on the NSMS main frame.



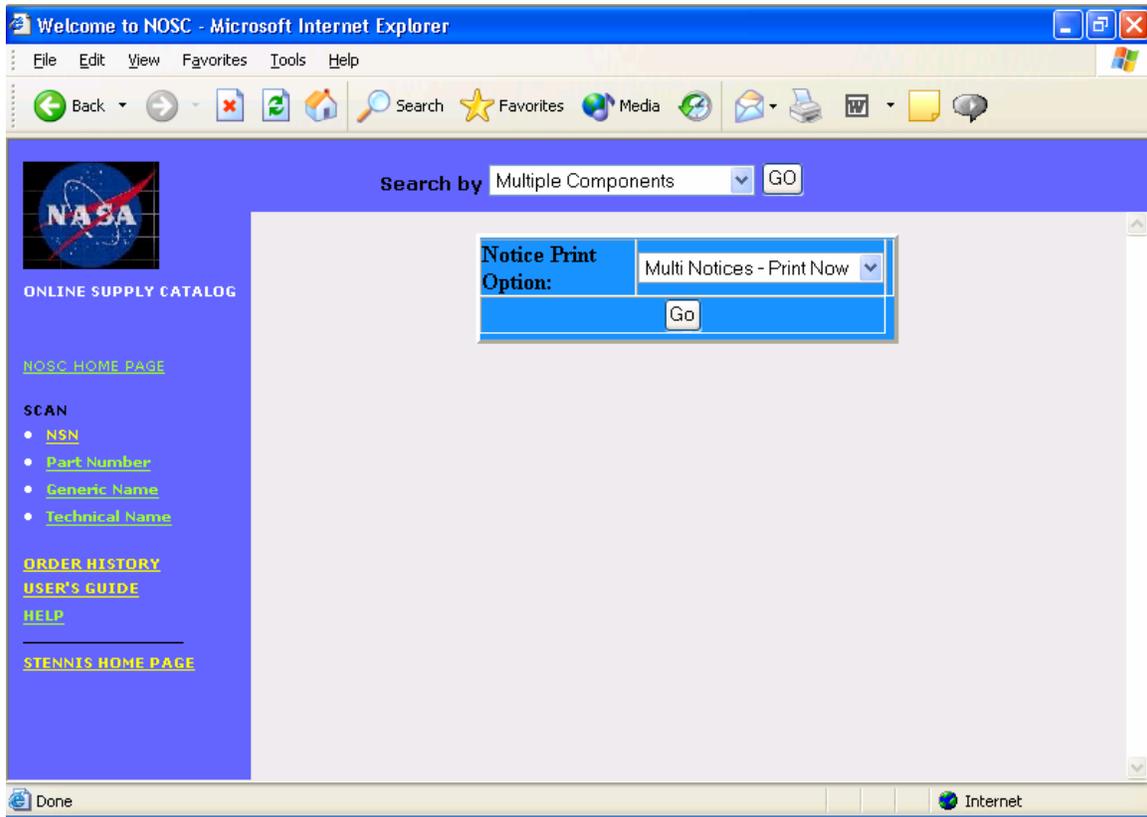
***ORDER REQUEST SCREEN  
QUANTITY REQUEST INFO SECTION***

In the Quantity Request Info Section, the user will enter the Requested Quantity and the Least Accepted Quantity and click the **Place Order** button.



### **SAVE OR CLEAR DATA**

The user has the option to save or clear the accounting, delivery, and other information entered for the order request. The save function is used for requesting multiple issues for one session. The clear function is used to reset the information and to initiate printing of notices used to fill the orders. If the **Save data** button is clicked, the order will be placed and a screen will be displayed indicating the status of the order. If the **Clear data** button is clicked, the order will be placed and the following screen will be displayed if the Multi-Line Control Number field was entered. If Multi-Line Control Line field was not entered, a screen will be displayed indicating the status of the order.

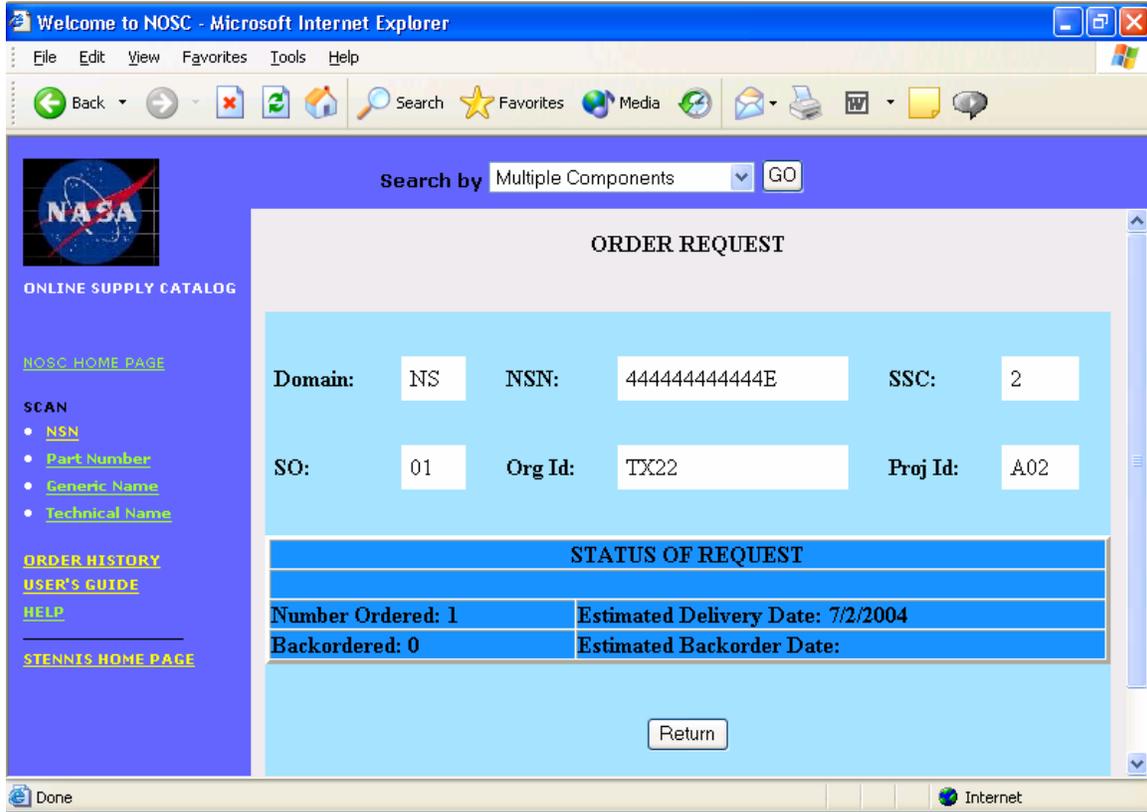


### ***MULTI LINE PRINT OPTION***

The user has the option to print multi-line order notices as each order is placed or to queue the notices and print them all at one time. However, this option is available only if a number is entered in the Multi-line Control Number field on the Order Request screen. A single notice will be printed each individual order if the Multi-Line Control Number is not entered. The drop-down menu gives the user the 'Multi-Notices – Print Now', and 'Multi-Notices – Print Later'.

If the user wishes to queue the order notices and print them at a later time, the user should choose 'Multi-Notices – Print Later'. When placing the last order, the user should choose the 'Multi-Notices – Print Now' option from the drop-down menu.

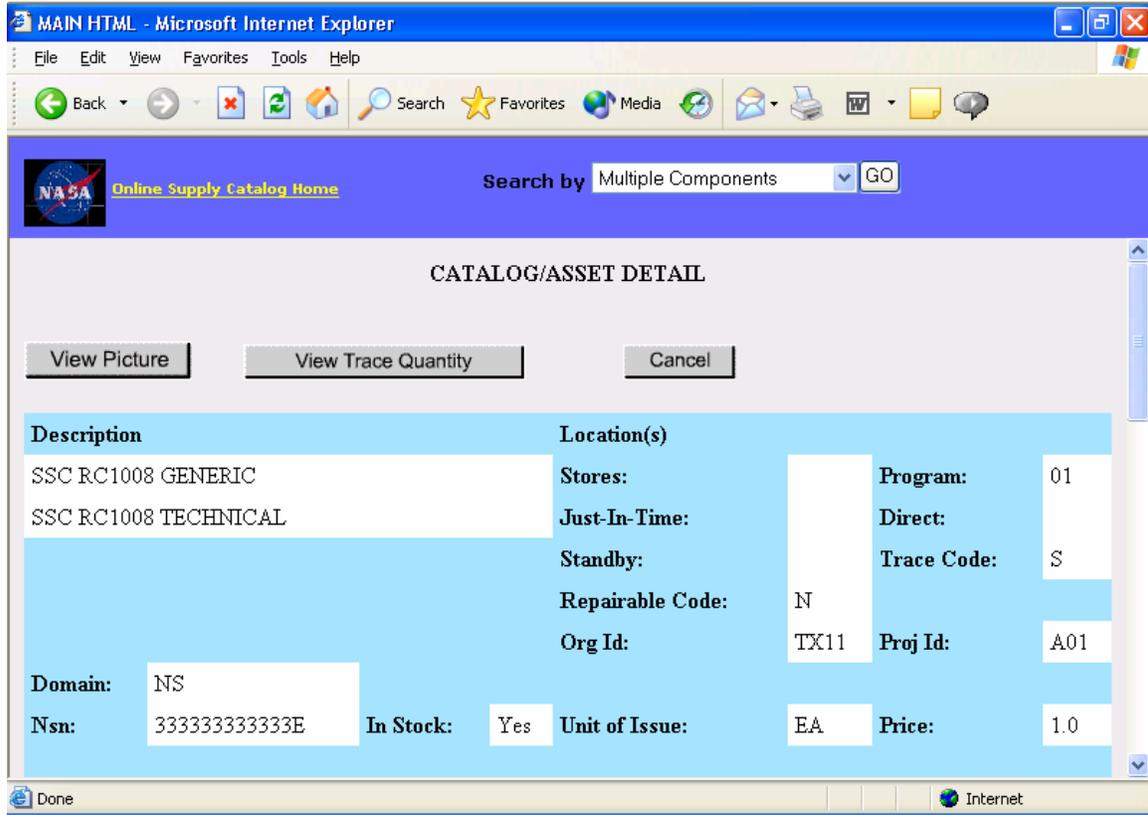
When the user has entered the required information, he should click the **Place Order** button. The Order Request Screen with the status of the user's order will then be displayed.



If an order is successfully created, the user will get a confirmation message. This message is displayed at the bottom of the Order Request Screen. It provides an immediate order status to the user. 'Number Ordered' is the quantity currently available and ready to ship to the user. The 'Backordered' quantity represents the amount not currently available. This quantity will have to be ordered then shipped to the user. Clicking the **Return** button will return the user to the Order Request Screen.

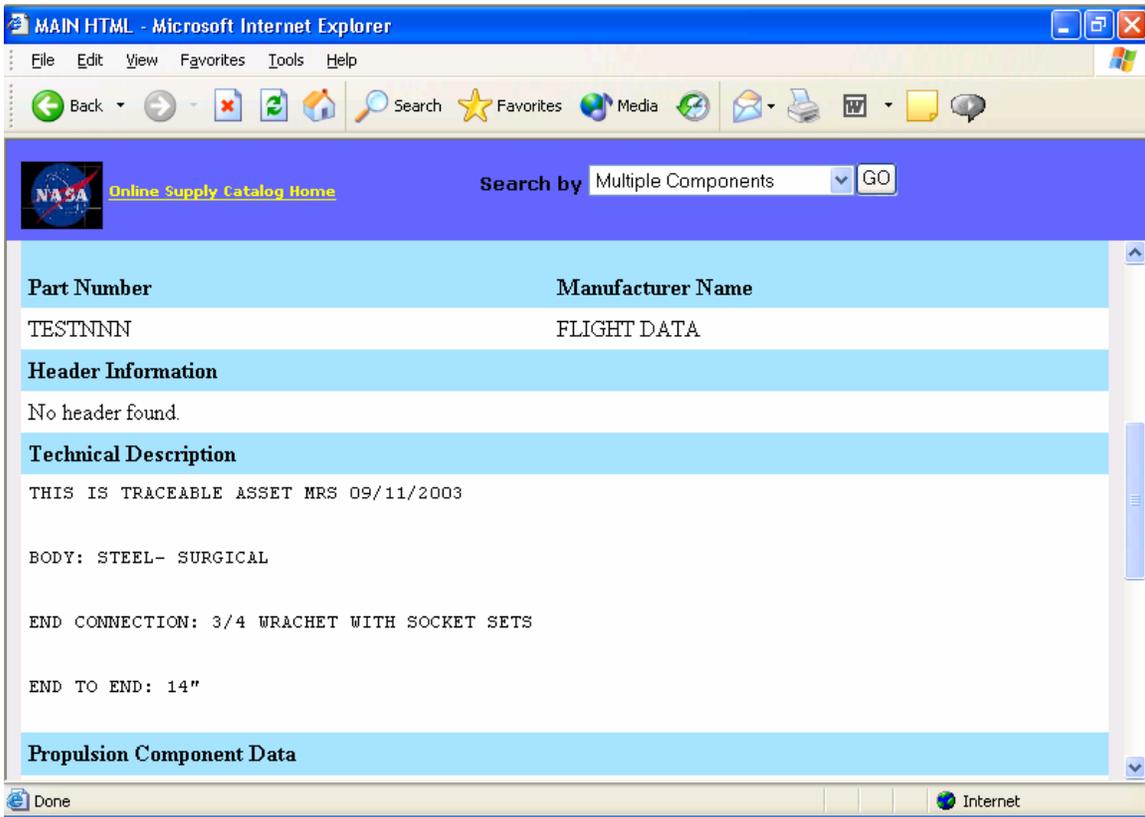
A backorder will be created when the quantity requested is greater than the quantity available for a store stock item. A backorder will not be created when the quantity requested is greater than the quantity available for program stock, stand-by stock, or a traceable asset.

## Traceable Asset

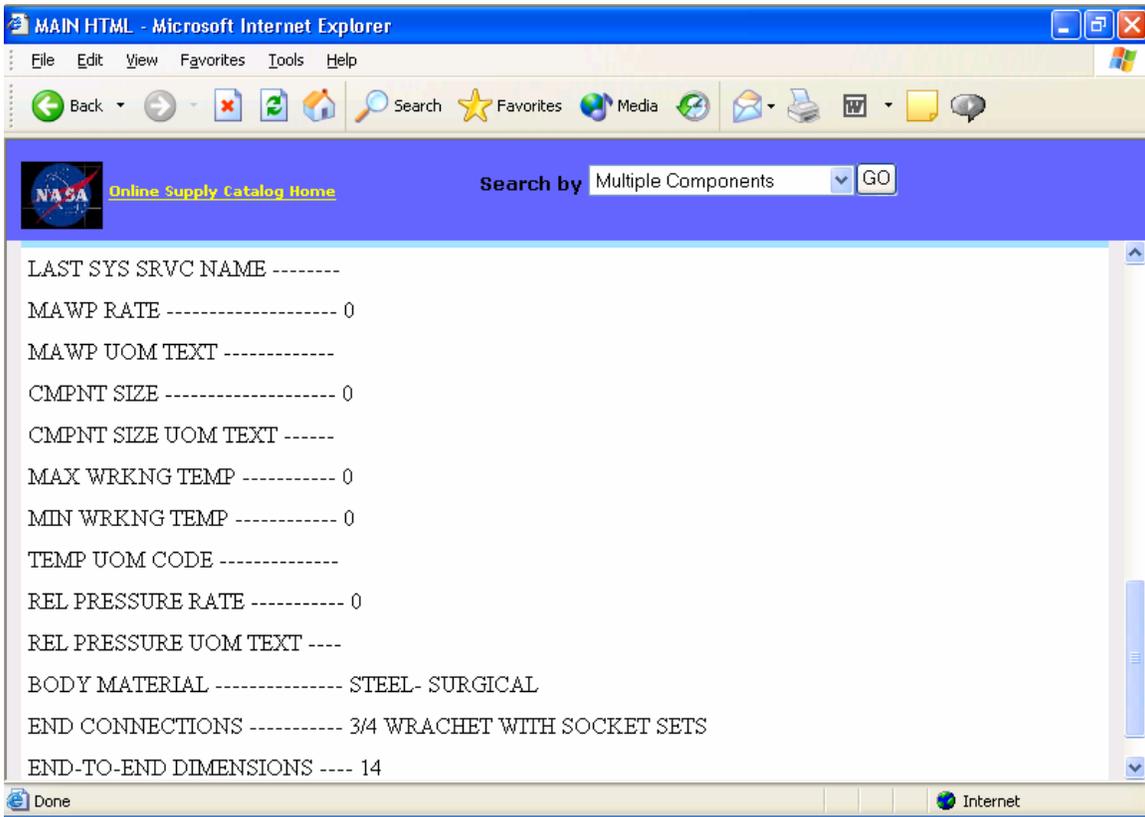


**TOP OF CATALOG/ASSET DETAIL SCREEN  
showing a Traceable Asset**

The repairable state (Repairable Code) of a component asset is now available. If the repairable state is 'Y', upon ordering a component, an indicator specifying whether the asset is consumed or returned (Consumed / Returned radio button) must be selected on the Order Request screen before placing the order.

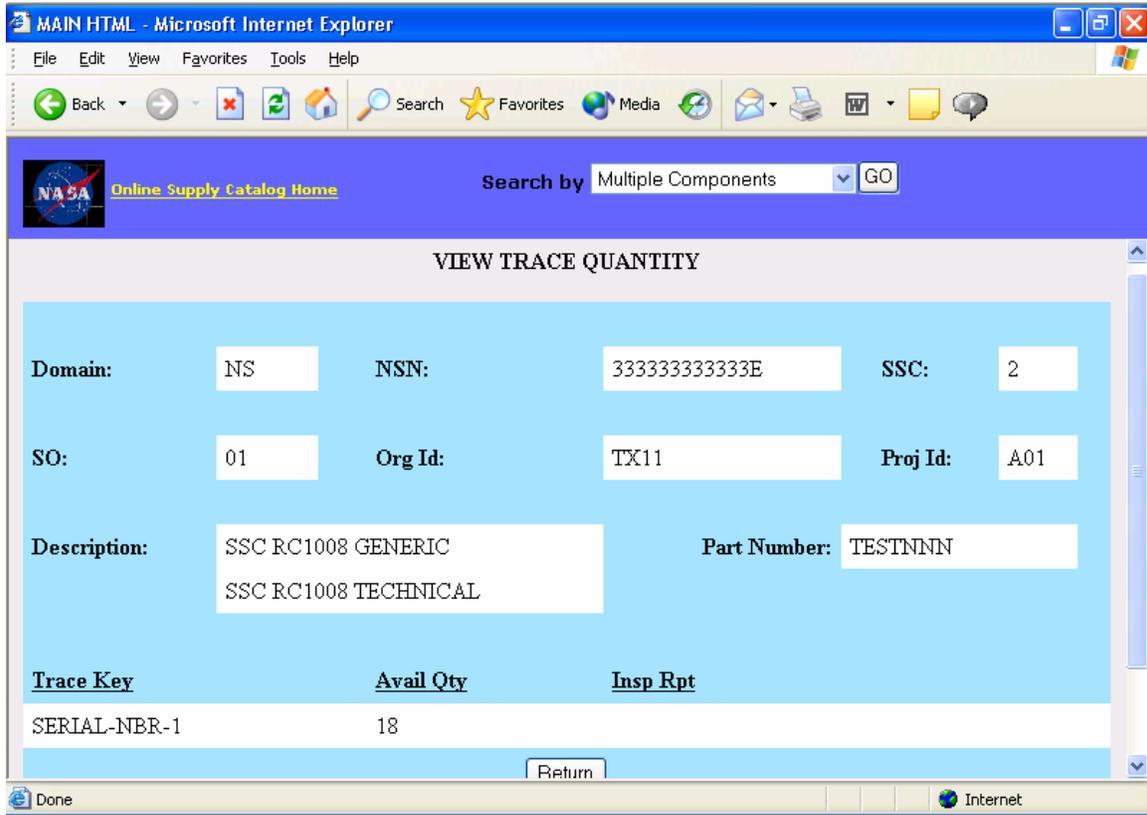


**MIDDLE OF CATALOG/ASSET DETAIL SCREEN  
showing a Traceable Asset**



***BOTTOM OF CATALOG/ASSET DETAIL SCREEN  
showing a Traceable Asset***

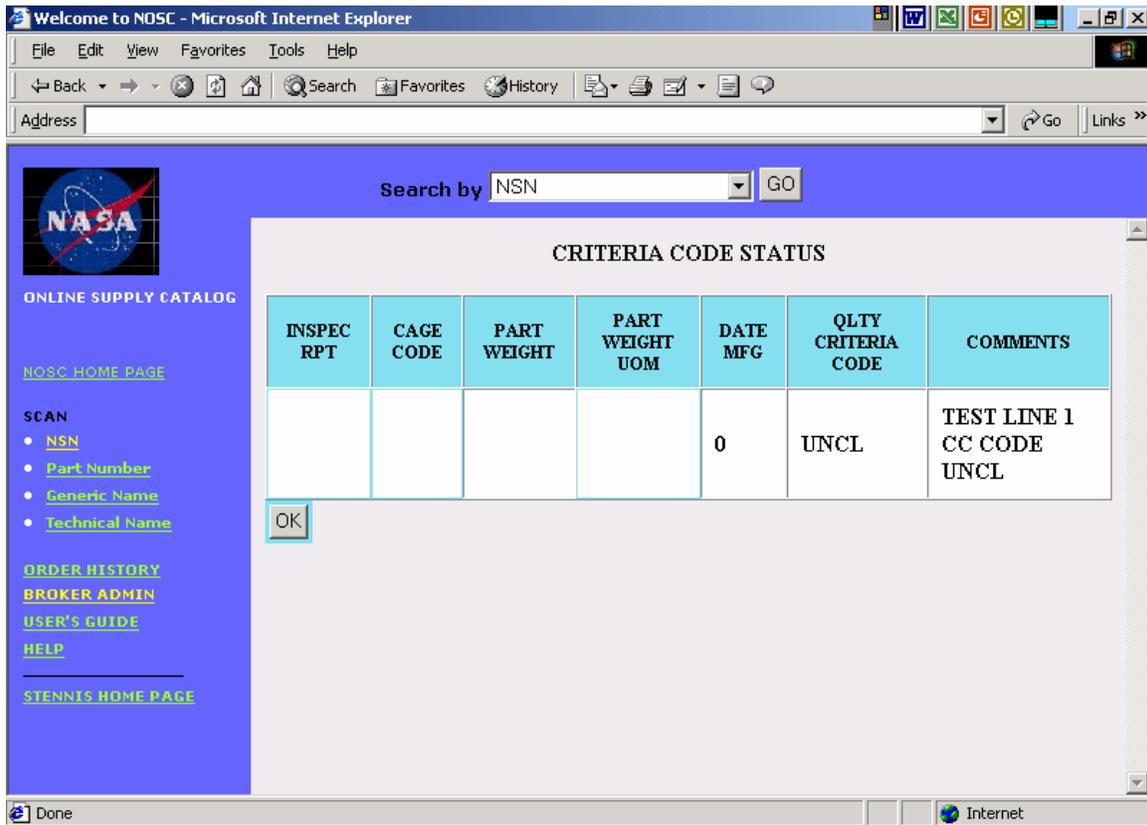
When the user clicks on the **View Trace Quantity** button the Catalog/Asset Detail Screen, the View Trace Quantity Screen is displayed.



**VIEW TRACE QUANTITY SCREEN**

If the QCC Info field contains a “Y”, the user may click on this “Y” to view the quality criteria codes associated with the trace key the user has selected.

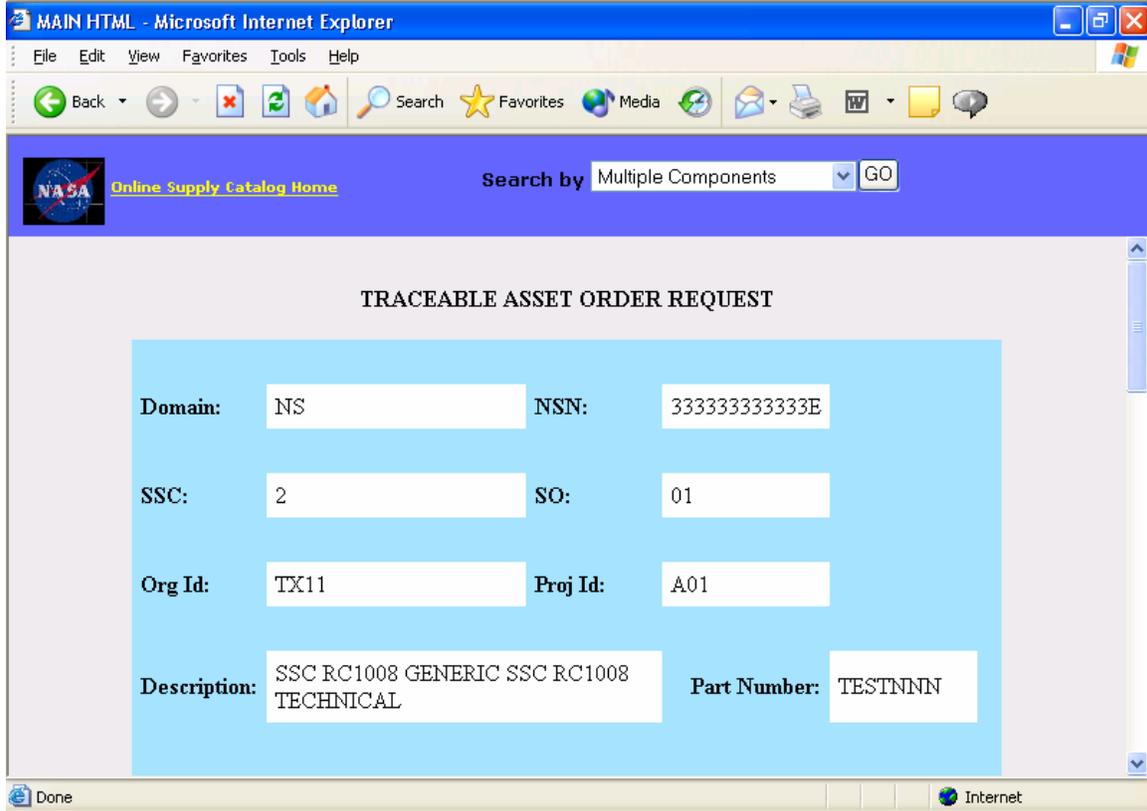
The criteria code data will be displayed for the user.



**CRITERIA CODE STATUS SCREEN**

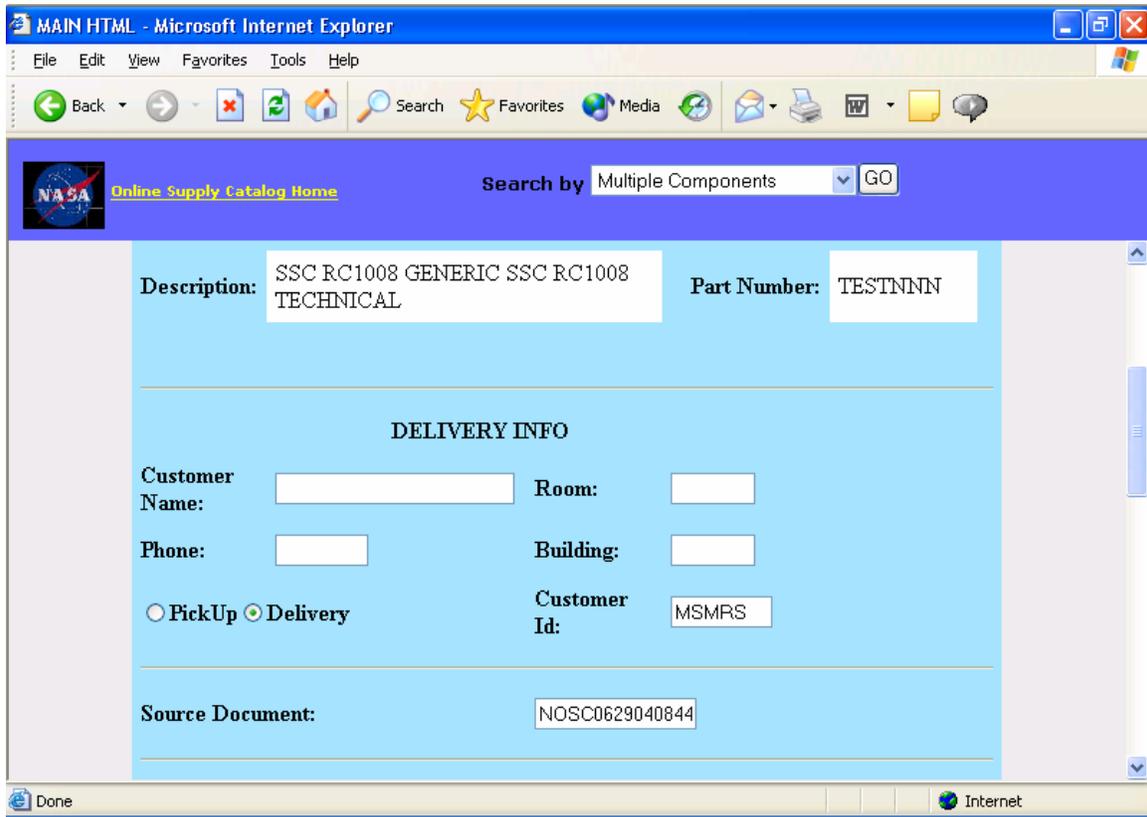
The user can click the **Ok** button to return to the View Trace Quantity Screen.

When the user clicks on the **View & Order Trace Quantity** button on the Catalog/Asset Detail Screen, the Traceable Asset Order Request Screen is displayed. This screen is divided into four sections. A description of each follows.



**TRACEABLE ASSET ORDER REQUEST SCREEN  
ASSET DESCRIPTION SECTION**

The first section displays the Domain, NSN, Stock Status Code (SSC), Stock Ownership Number (SO), Org Id, Proj Id, Description, and Part Number of the asset.

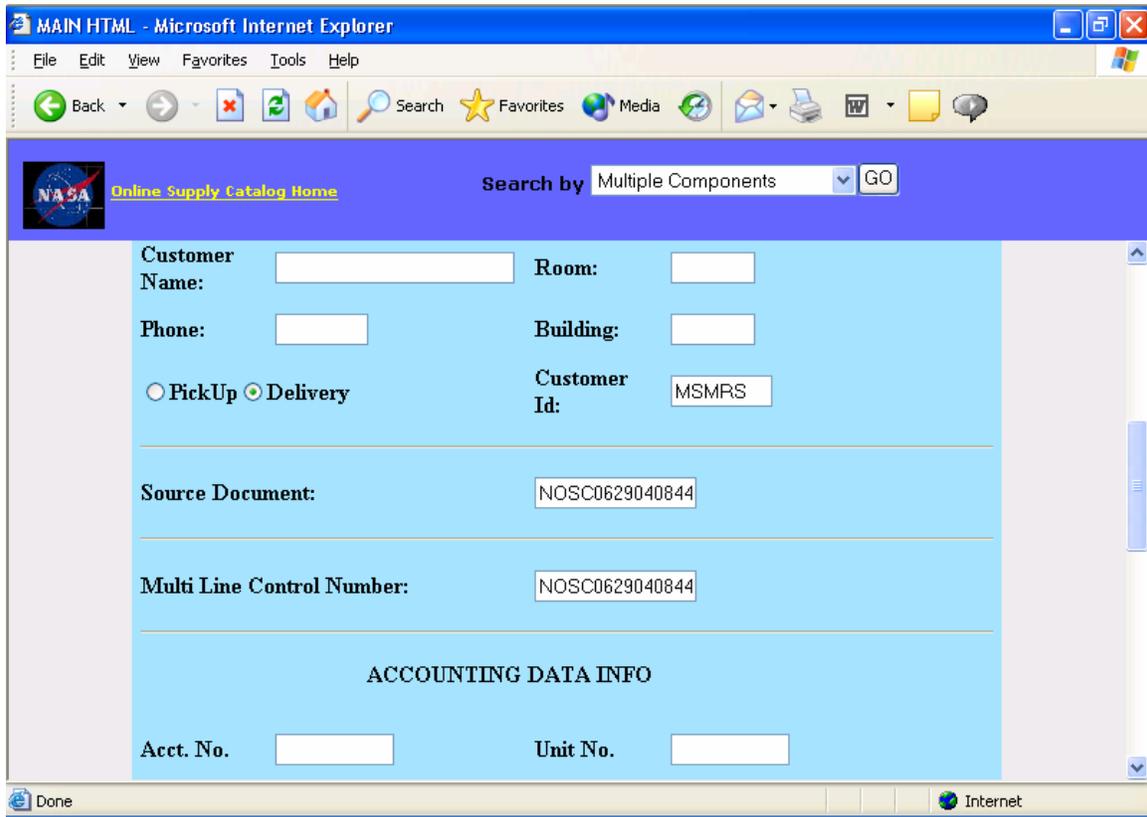


***TRACEABLE ASSET ORDER REQUEST SCREEN  
DELIVERY INFO SECTION***

The Delivery Info Section allows the user to enter delivery information. The user is required to enter their Name, Phone Number, Building, and Room.

The Customer ID is the identification within NSMS indicating whether or not that person can request that particular item. It is important to keep in mind that the person executing the application has authority to place orders, but, as far as specific items are concerned, the Customer Id is the determining factor.

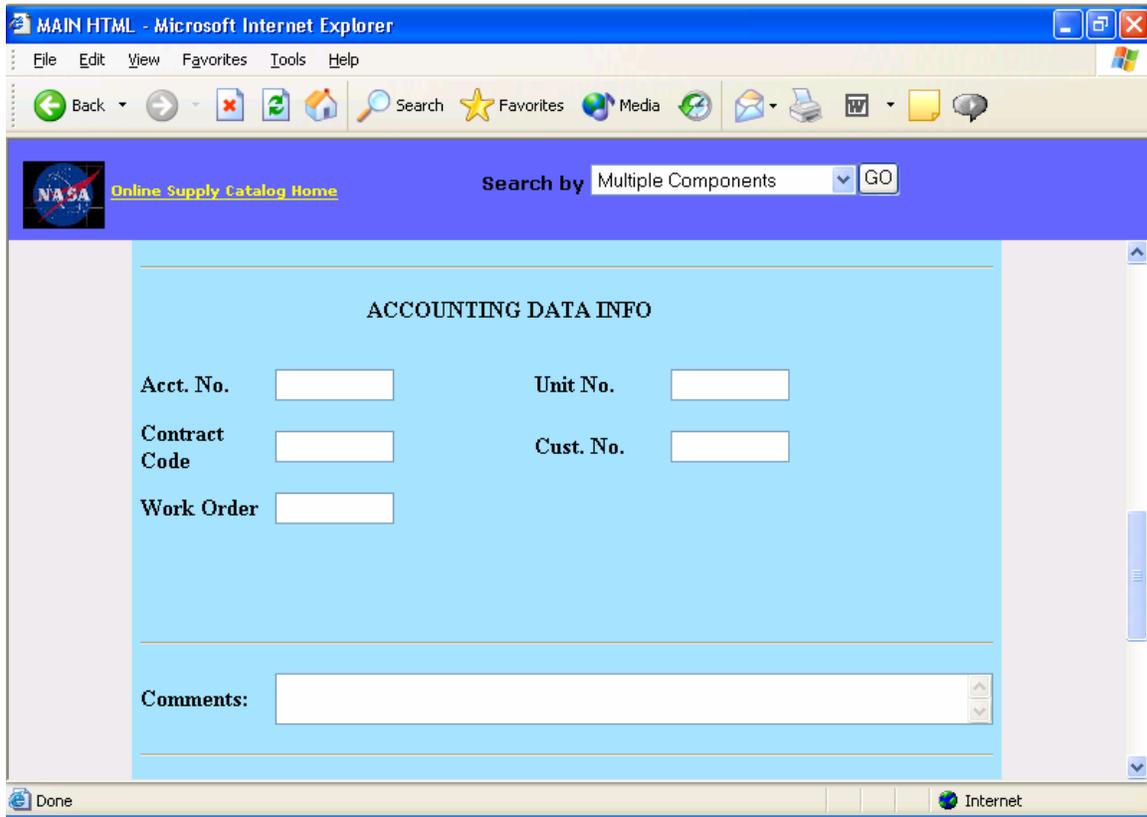
This section has two radio buttons by which the user can indicate whether he will pick up his order or wishes it to be delivered.



***SOURCE DOCUMENT NUMBER and MULTI-LINE CONTROL NUMBER***

The capability exists for the Source Document Number to be automatically generated at each site. It consists of the literal 'NOSC', the date in MMDDYY format, and a four-digit sequence number. See the screen above for an example.

The Multi-Line Control Number may be entered for printing multi-line notices. Single notices will be printed if this field is blank. (NOTE: The Multi Line Control Number **SHOULD NOT** contain any imbedded spaces.)



***TRACEABLE ASSET ORDER REQUEST SCREEN  
ACCOUNTING DATA INFO SECTION***

The Accounting Data Info Section allows the user to enter the accounting information for his order. Each NASA site individually determines the information required.

The user can enter text comments relevant to his order. This comment is attached to the order transaction and is available for viewing through the transaction display process on the NSMS main frame.

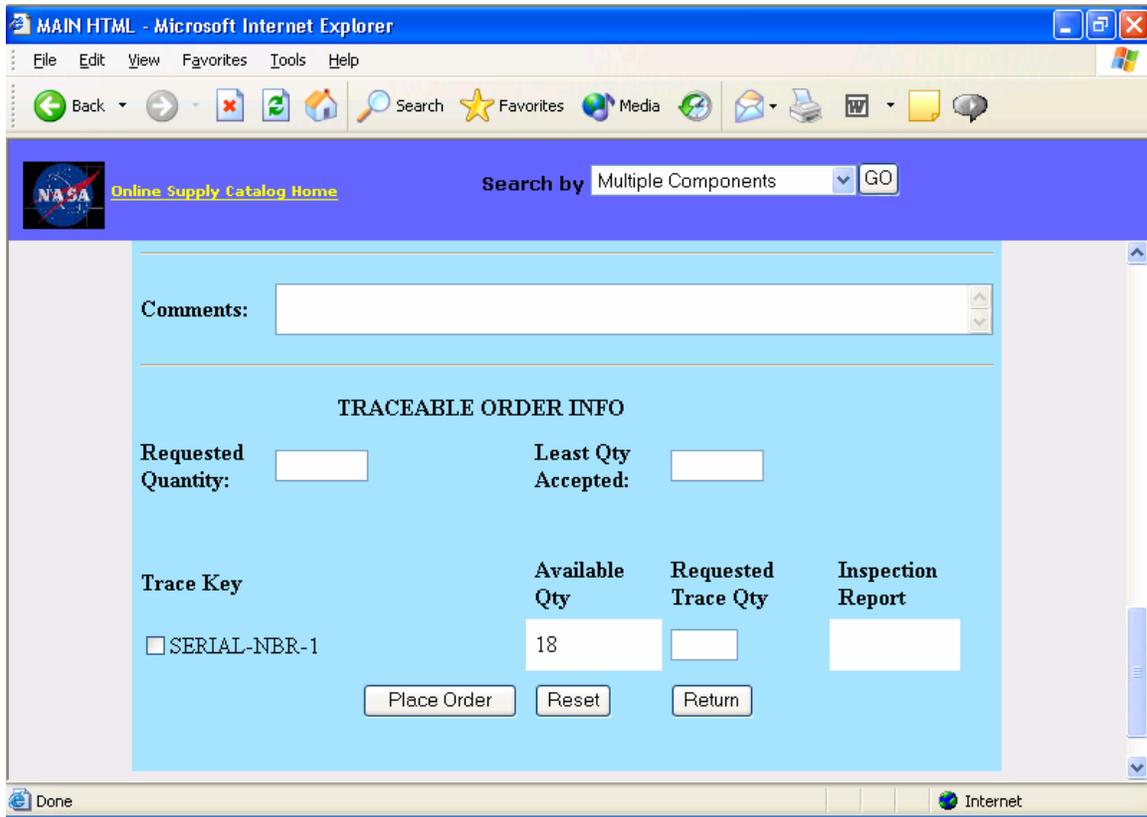
If a center interfaces with the Integrated Financial Management Procurement (IFMP) core finance system in NSMS for funds availability and approval, they will also interface with IFMP in NOSC as well. The accounting information for every center will consist of all the fields below except Table Code. This is a site-specific field.

The screenshot shows a Microsoft Internet Explorer browser window titled "Welcome to NOSC - Microsoft Internet Explorer". The address bar is empty. The main content area has a blue header with a search bar containing "NSN" and a "GO" button. Below the header is a light blue section titled "ACCOUNTING DATA INFO". This section contains several input fields arranged in two columns:

Cost Center	<input type="text"/>	Fund Code	<input type="text"/>
Internal Order	<input type="text"/>	Project WBS	<input type="text"/>
Network	<input type="text"/>	Activity	<input type="text"/>
Earmarked Doc No.	<input type="text"/>	Earmarked Line No.	<input type="text"/>
Table Code	<input type="text"/>		

Below the input fields is a "Comments:" label followed by a text area with scrollbars. On the left side of the page, there is a blue sidebar with the NASA logo and the text "ONLINE SUPPLY CATALOG". Below this are several links: "NOSC HOME PAGE", "SCAN" (with sub-links for "NSN", "Part Number", "Generic Name", and "Technical Name"), "ORDER HISTORY", "BROKER ADMIN", "USER'S GUIDE", "HELP", and "A to Z OFFICE SUPPLIES INSIDE MARSHALL". The browser's status bar at the bottom shows "Done" and "Internet".

**ORDER REQUEST SCREEN  
IFMP ACCOUNTING INFO SECTION**



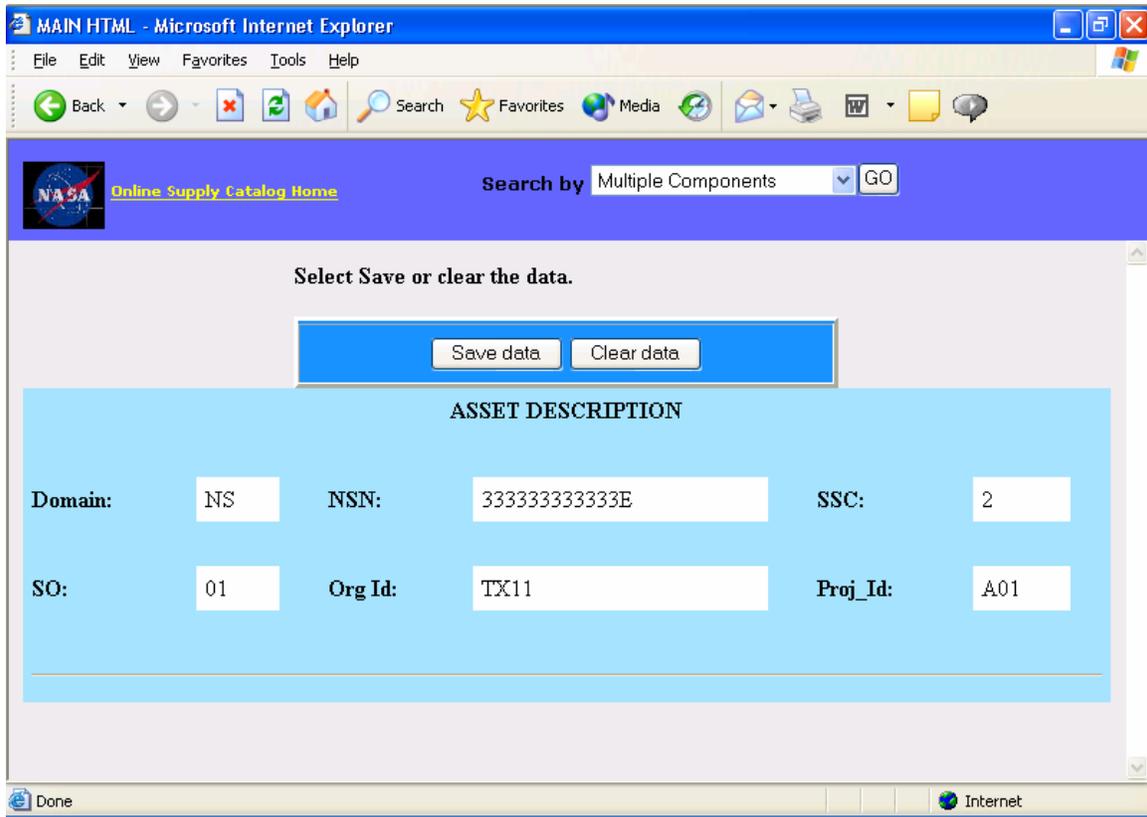
**TRACEABLE ASSET ORDER REQUEST SCREEN  
TRACEABLE ORDER INFO SECTION**

The Traceable Order Info Section on the Traceable Asset Order Request Screen displays the Trace Keys, the quantity available of each trace key, and the Inspection Report number, for the asset being viewed.

If there is Quality Criteria Code Information for the trace key, there is a “Y” in the QCC Info column. The user may click on this “Y” to view the quality criteria codes associated with the trace key.

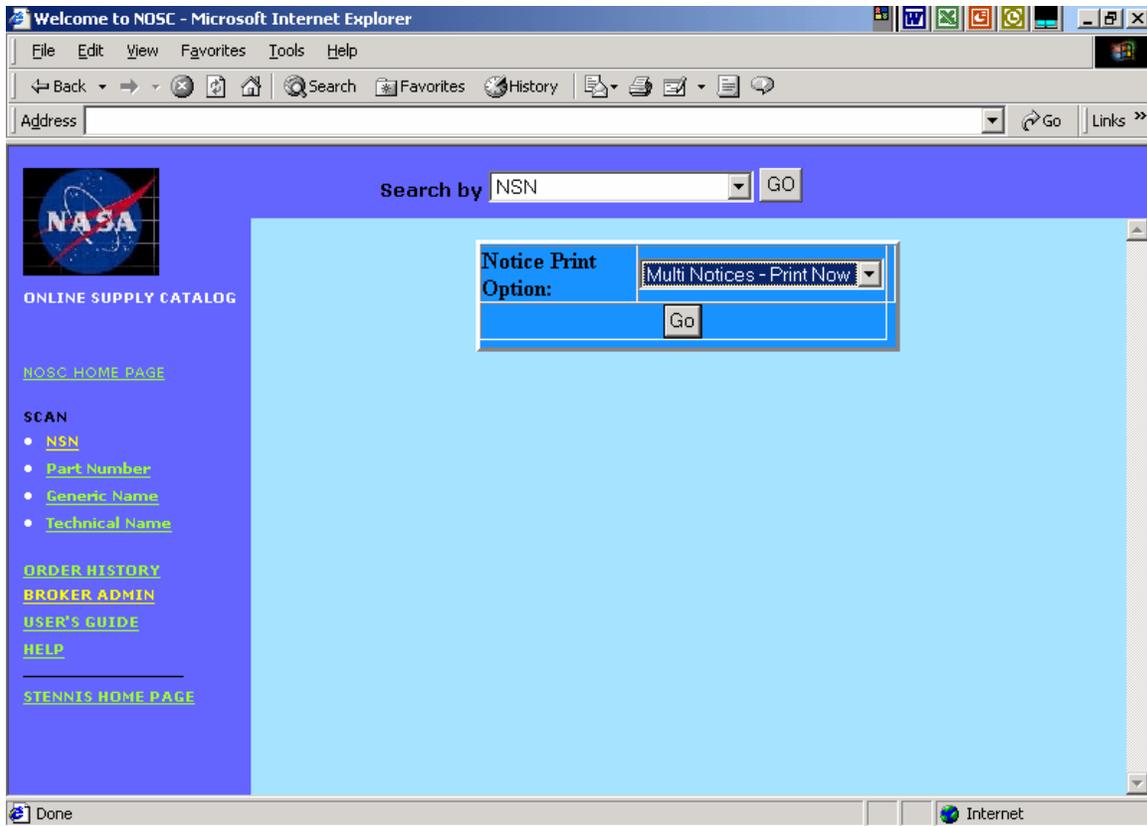
To select a particular trace key, the user should click the check box beside the desired trace key. Then they should enter the desired quantity in the Requested Trace Qty field. Only 25 trace keys may be selected at a time. The total quantity selected must equal the amount entered in the Requested Quantity field.

When the user has entered the required information, he should click the **Place Order** button.



### SAVE OR CLEAR DATA

The user has the option to save or clear the accounting, delivery, and other information entered for the order request. The save function is used for requesting multiple issues for one session. The clear function is used to reset the information and to initiate printing of notices used to fill the orders. If the **Save data** button is clicked, the order will be placed and a screen will be displayed indicating the status of the order. If the **Clear data** button is clicked, the order will be placed and the following screen will be displayed if the Multi-Line Control Number field was entered. If Multi-Line Control Line field was not entered, a screen will be displayed indicating the status of the order.

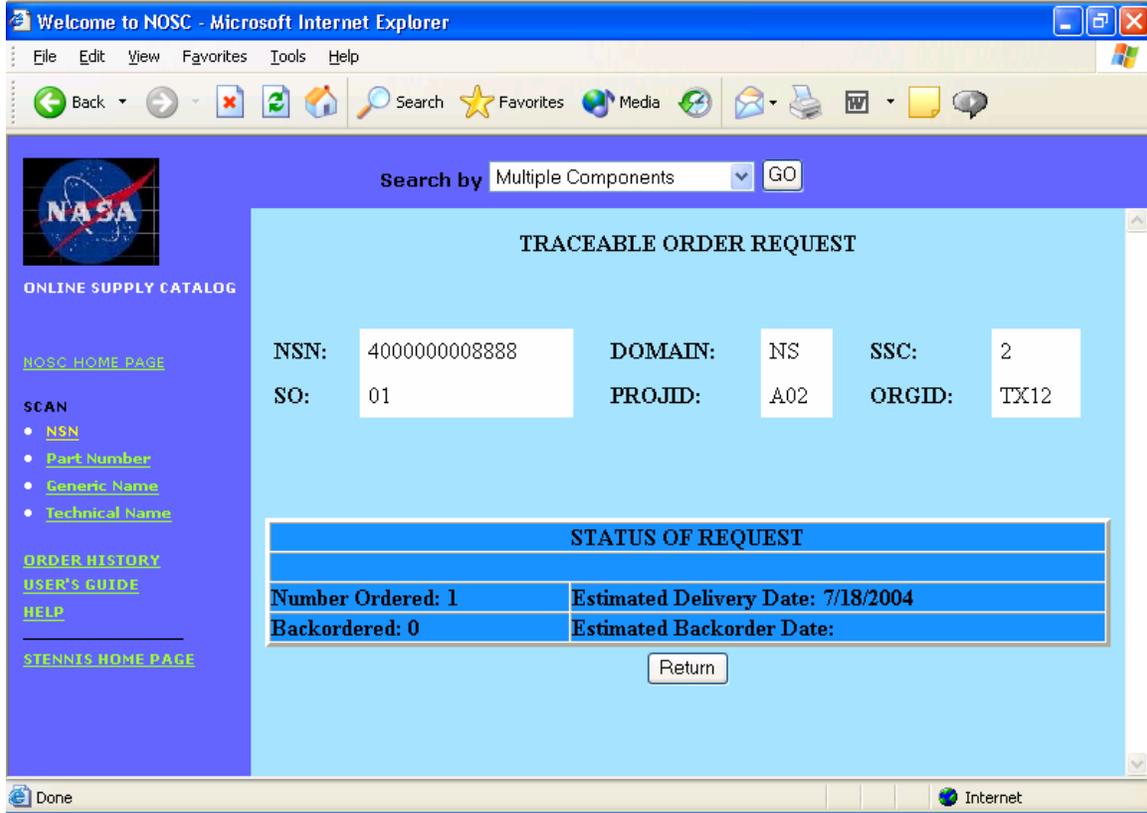


### ***MULTI LINE PRINT OPTION***

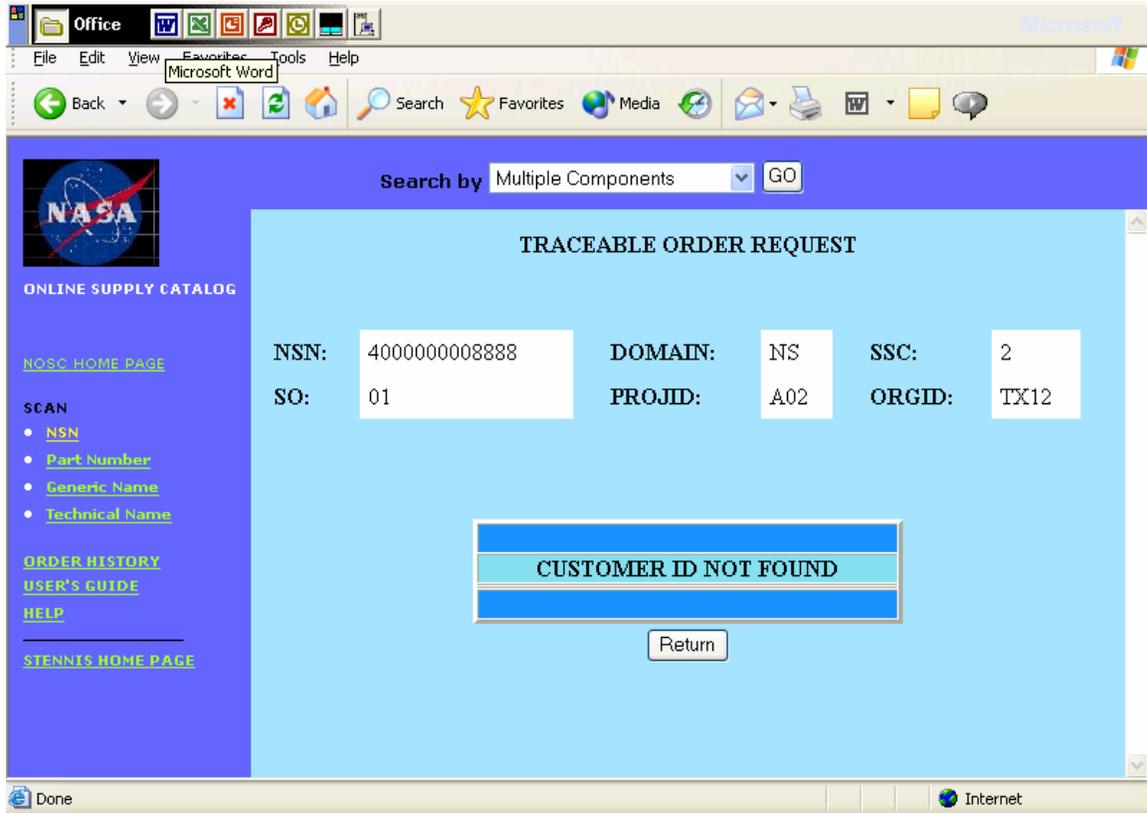
The user has the option to print multi-line order notices as each order is placed or to queue the notices and print them all at one time. However, this option is available only if a number is entered in the Multi-line Control Number field on the Order Request screen. A single notice will be printed each individual order if the Multi-Line Control Number is not entered. The drop-down menu gives the user the 'Multi-Notices – Print Now', and 'Multi-Notices – Print Later'.

If the user wishes to queue the order notices and print them at a later time, the user should choose 'Multi-Notices – Print Later'. When placing the last order, the user should choose the 'Multi-Notices – Print Now' option from the drop-down menu.

If the order is processed, the Number Ordered and the Estimated Delivery Date will be displayed on the Traceable Order Request – Status of Request Screen.

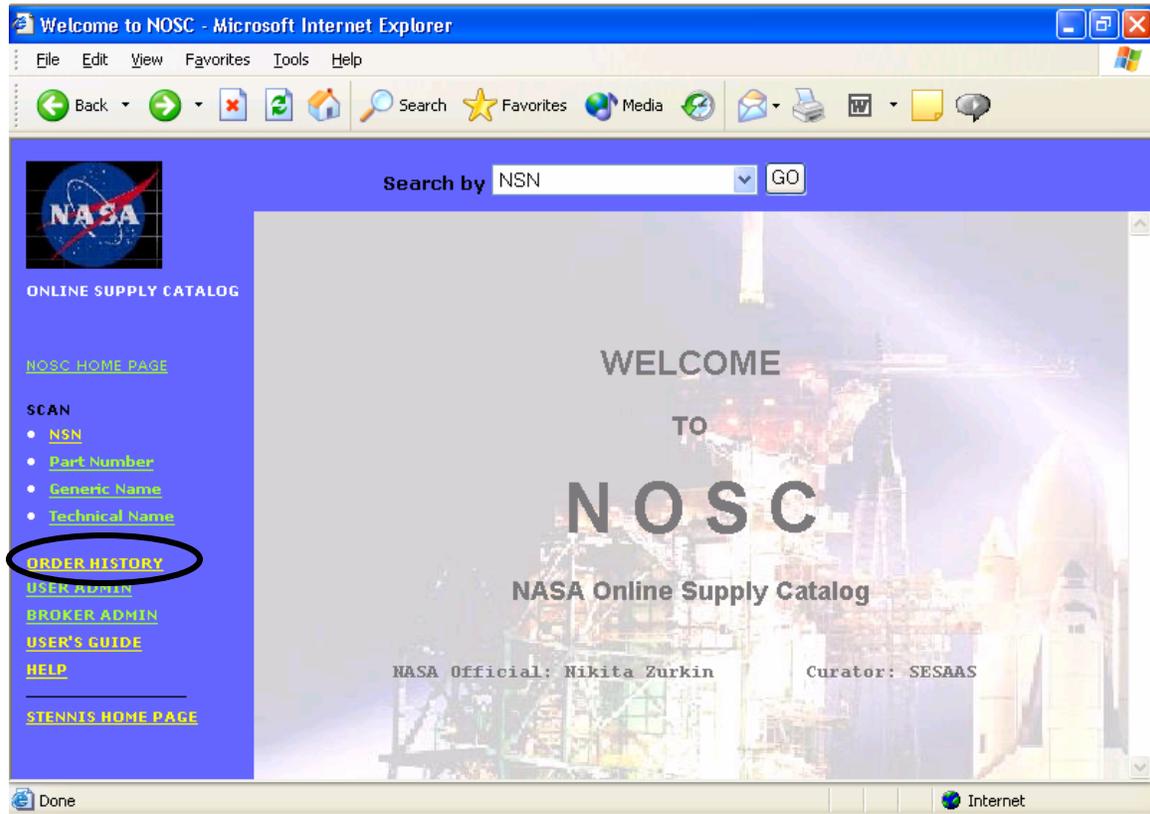


If the order is not processed, a message will be displayed for the user.

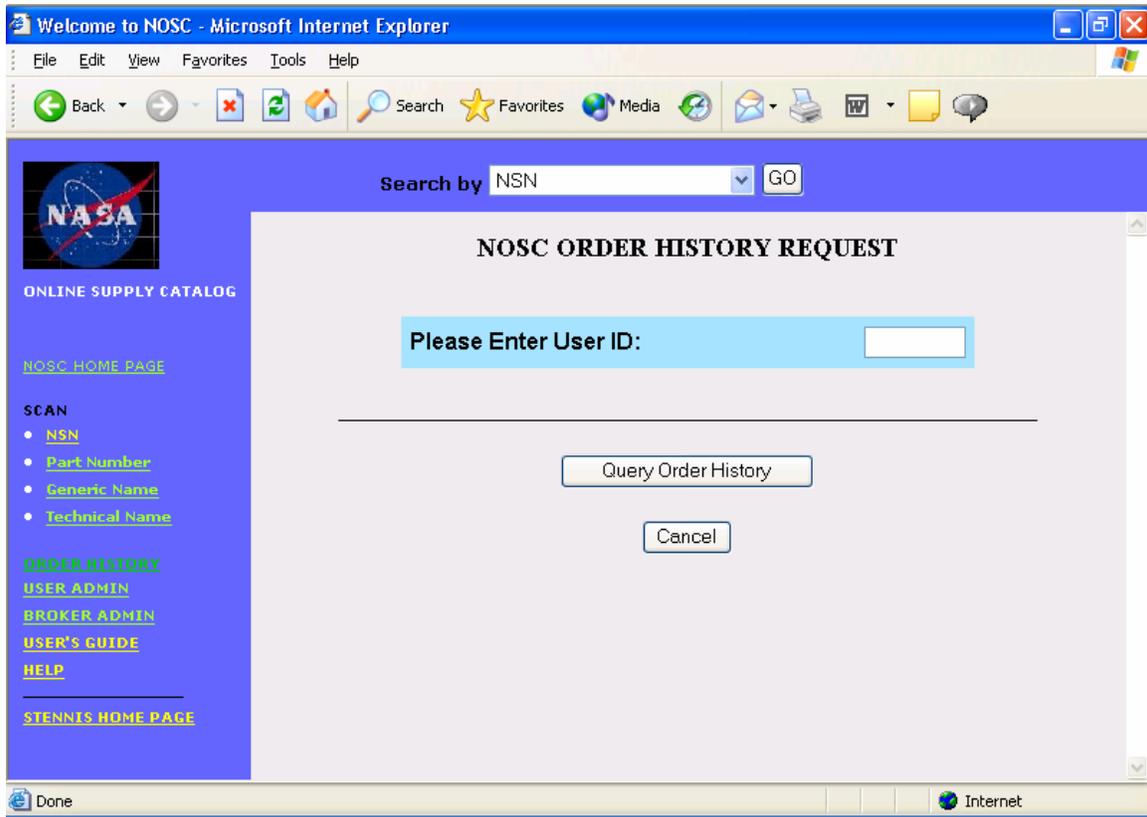


## ORDER HISTORY

Order History is used to attain a listing of the history of orders placed by a specific user. This option is shown on the left side of the NOSC Home Page. The user should click on the Order History link and the NOSC Order History Request Screen will be invoked.

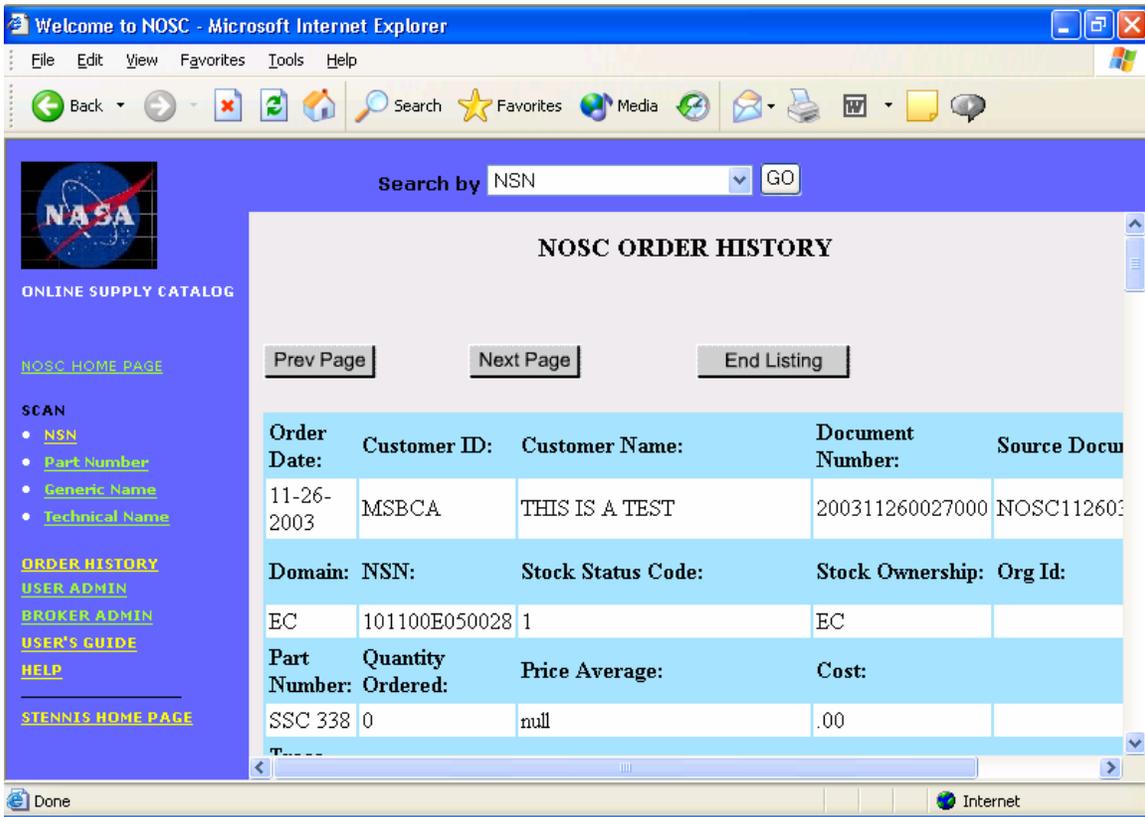


***NOSC HOME PAGE – ORDER HISTORY LINK***



***NOSC ORDER HISTORY REQUEST SCREEN***

To view a user's order history, the user should enter the desired user id and click the **Query Order History** button.



### ***NOSC ORDER HISTORY SCREEN***

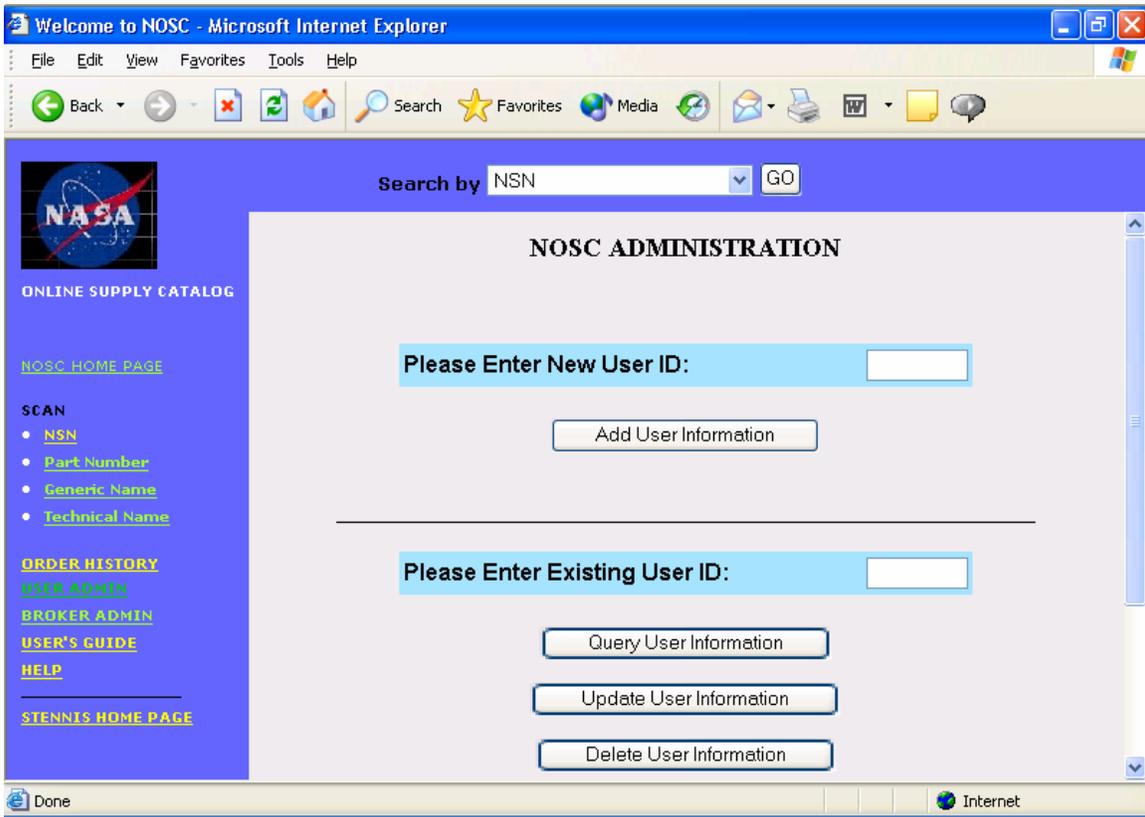
All pertinent data from the order history file will be displayed. The user can scroll through the listing by using the scroll bar, **Prev Page** button, and **Next Page** button. The user can click on the **End Listing** button to return to the NOSC Order History Request Screen.

## ADMINISTRATION

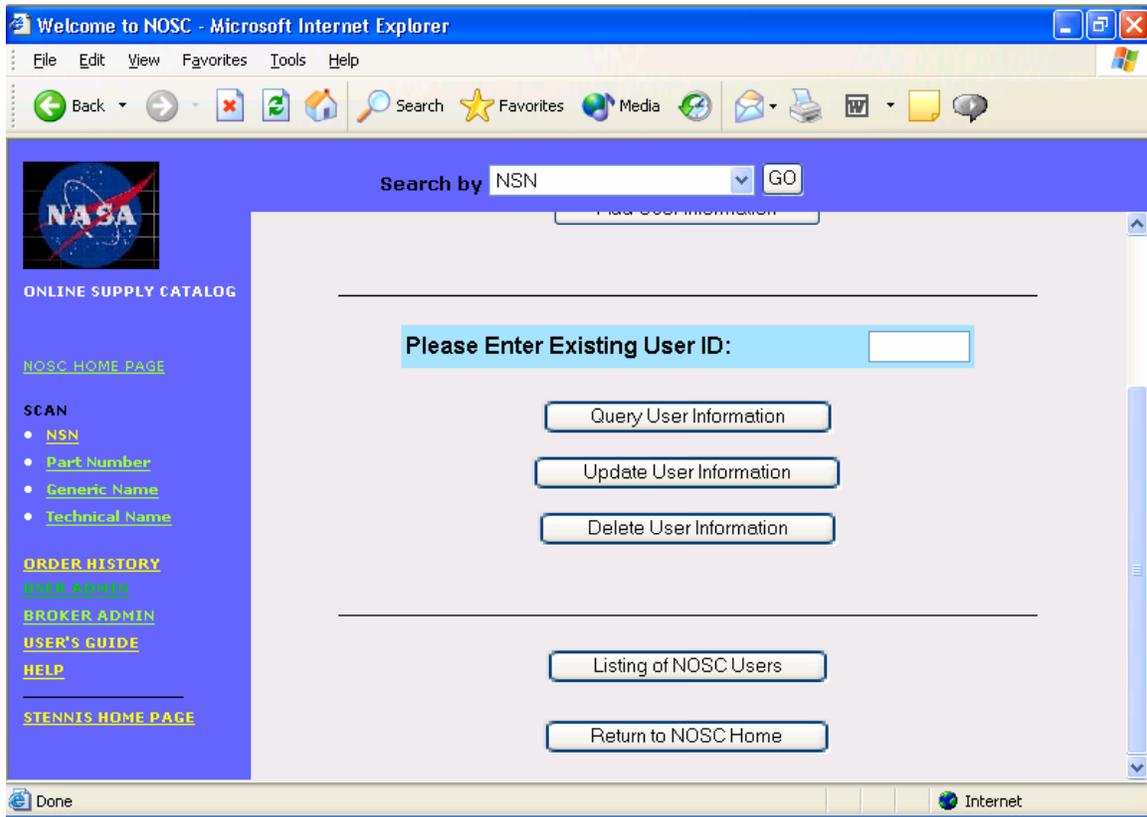
The NOSC Administration process is used to grant ordering authority to users of the application. This option is shown on the left side of the NOSC Home Page for any administrator of the application. The administrator should click on the Administration link and the NOSC Administration Screen will be invoked.



***NOSC HOME PAGE- ADMINISTRATION LINK***



**TOP OF NOSC ADMINISTRATION SCREEN**

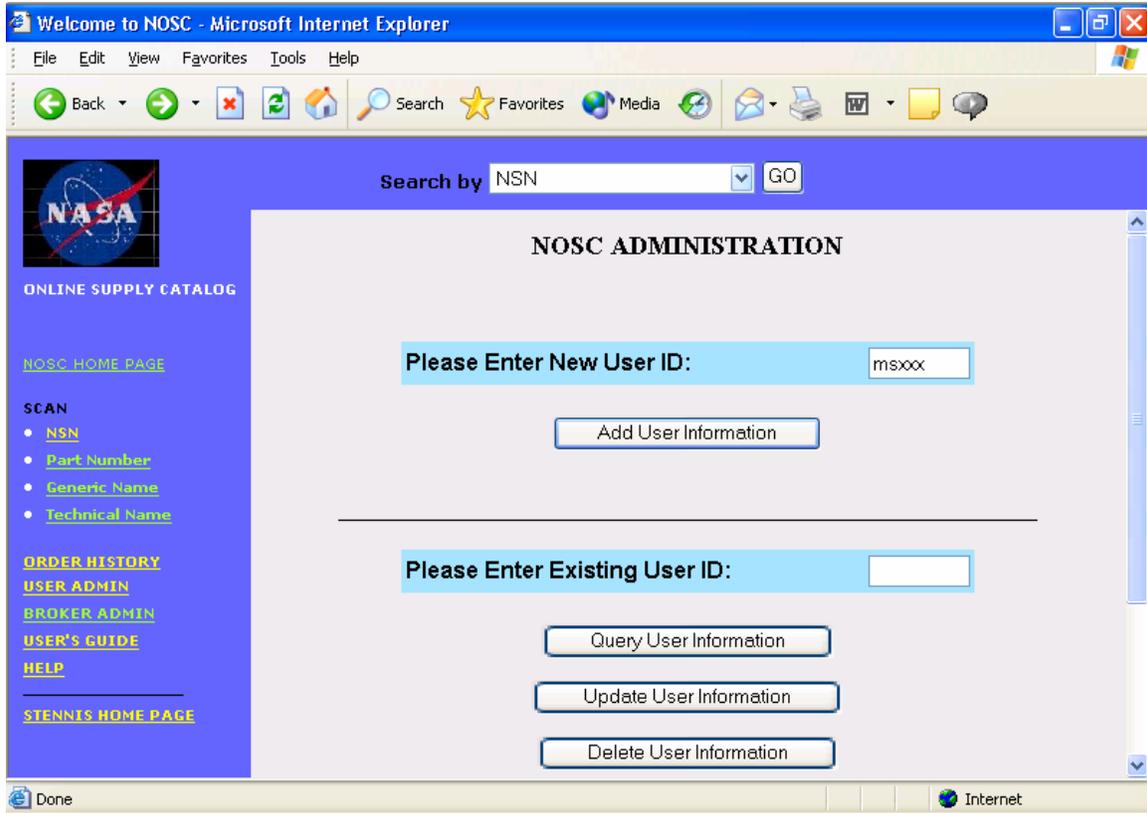


***BOTTOM OF NOSC ADMINISTRATION SCREEN***

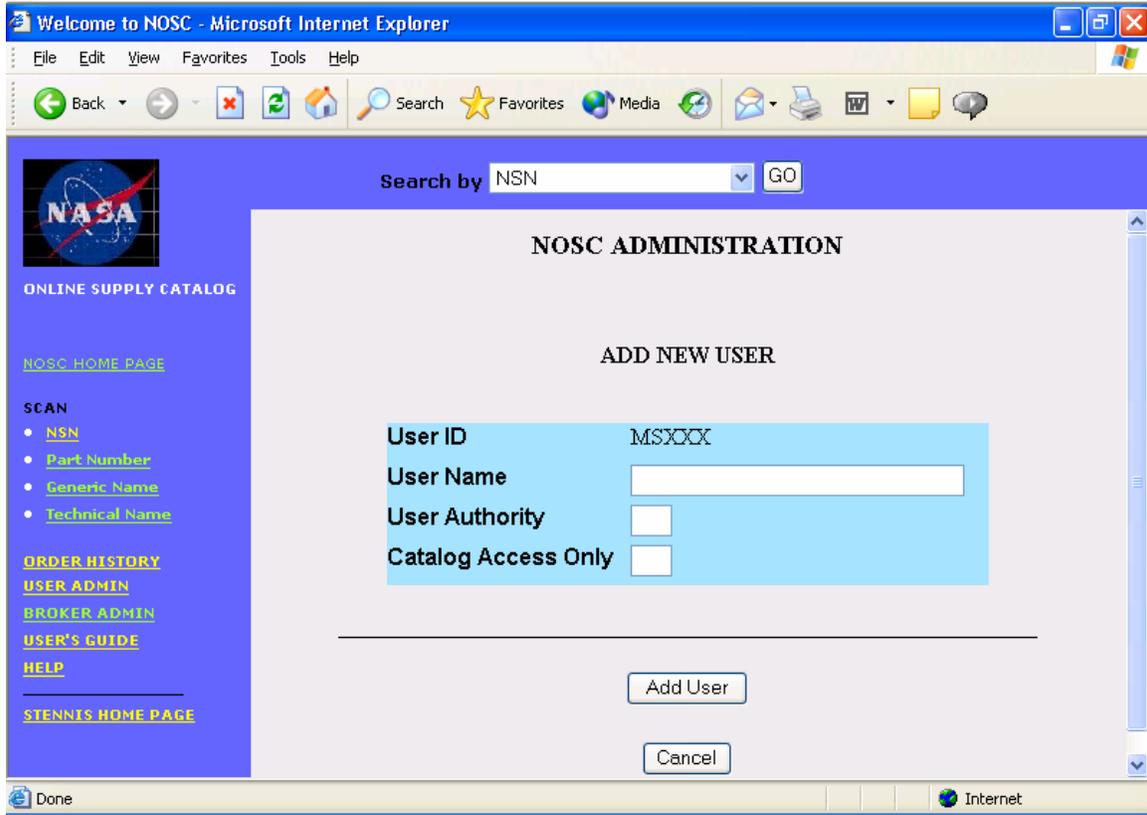
From this screen, the application administrator can add user information, query user information, update user information, delete user information, or view a listing of NOSC users. The administrator can also return to the NOSC Home Page by clicking the **Return to NOSC Home** button on this page.

## ADDING NEW USER INFORMATION

To add a new user to NOSC, the administrator should enter the new user id and click the **Add User Information** button.

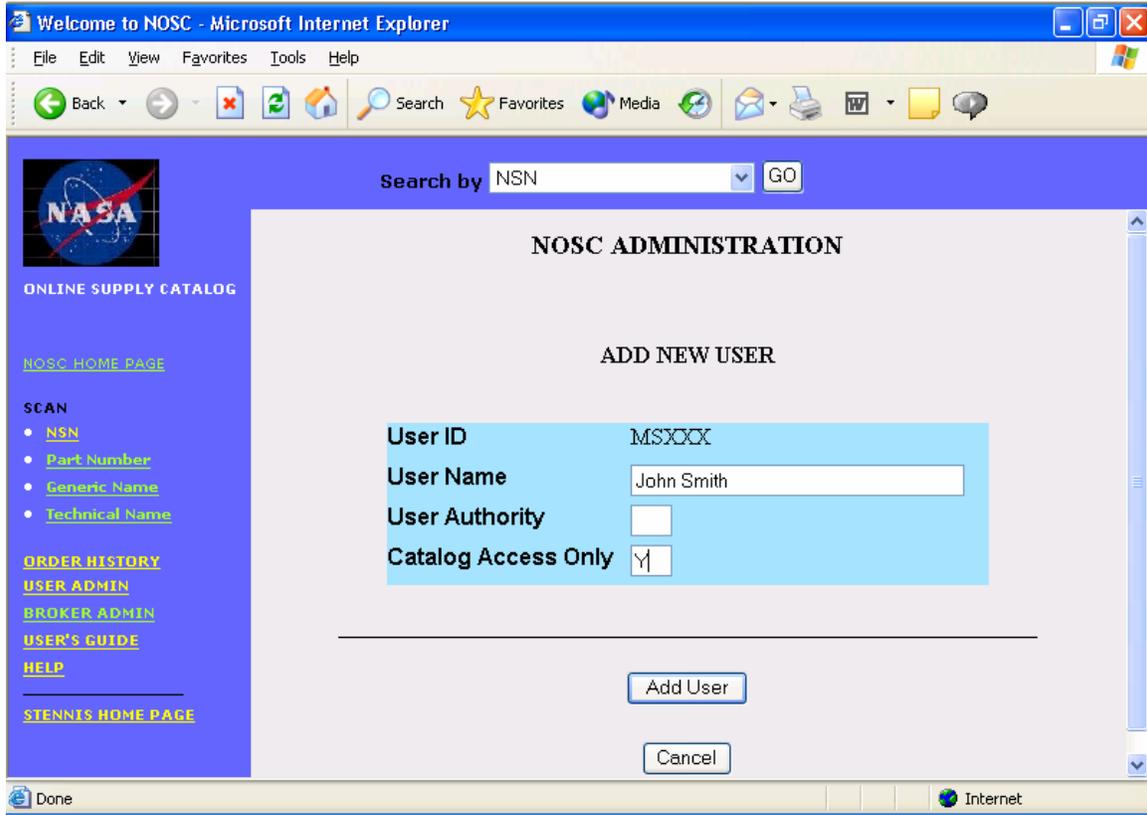


The Add New User Screen will be displayed.

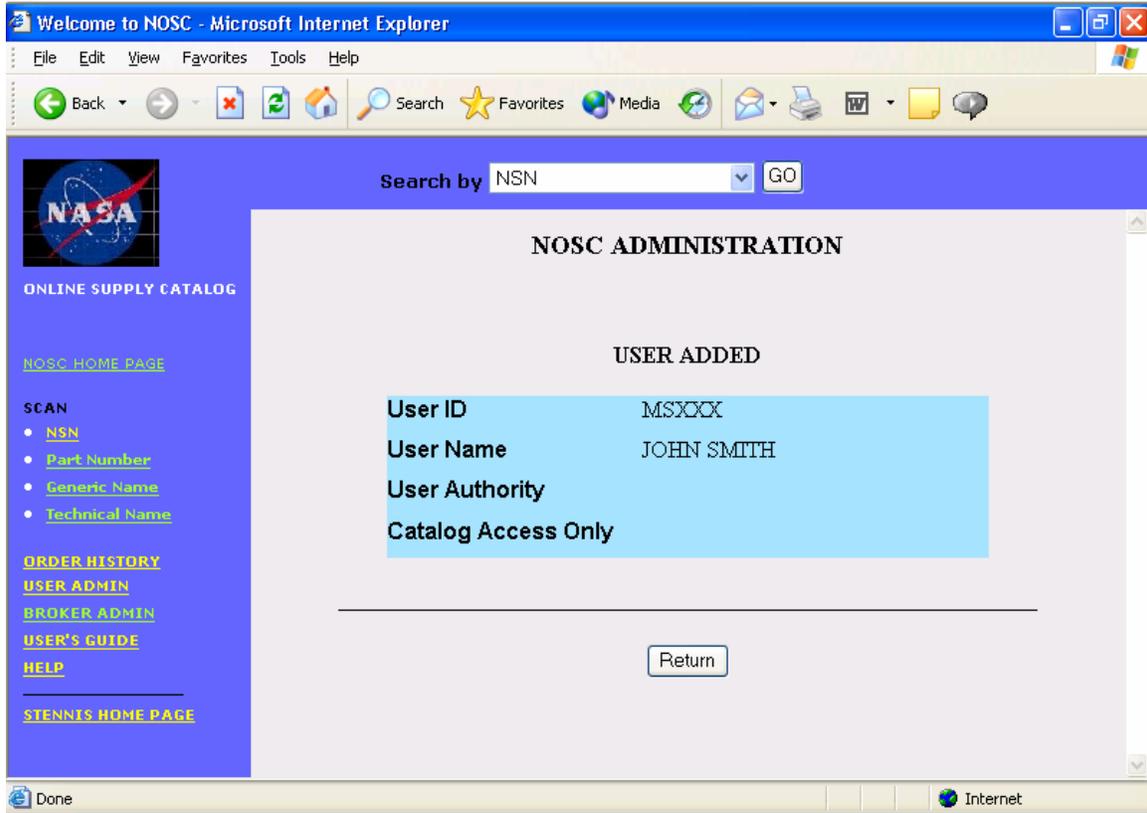


**ADD NEW USER SCREEN**

The administrator will then enter the user's name in the User Name field. If the new user being added is to have administration capability, a 'Y' should be entered in the User Authority field; otherwise, this field should be left blank. If the user will only be allowed to view the catalog, a 'Y' should be entered in the Catalog Access Only field. If the user is to have ordering authority, this field should be left blank. The administrator should then click the **Add User** button.

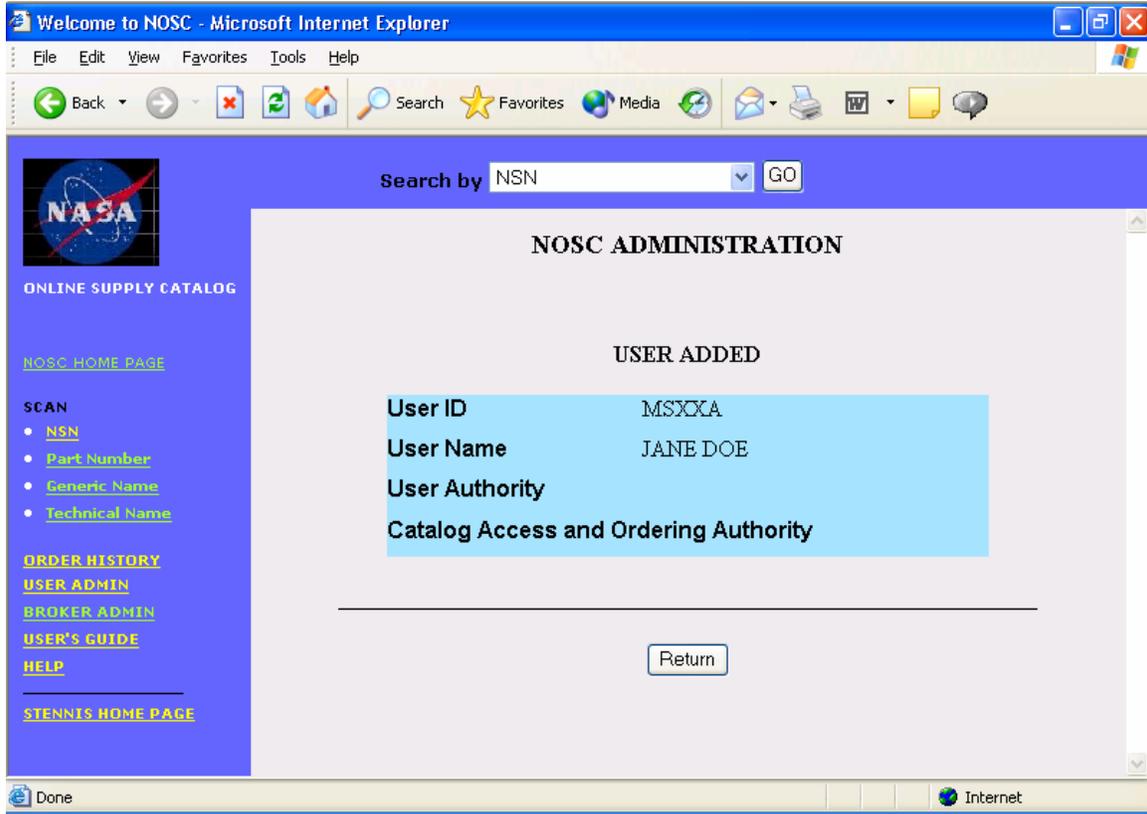


The next screen displayed will show the user information that was added.



The above screen shows a new user that was added with a 'Y' in the Catalog Access Only field. This user will only be able to view the NOSC catalog. They will not be able to place orders.

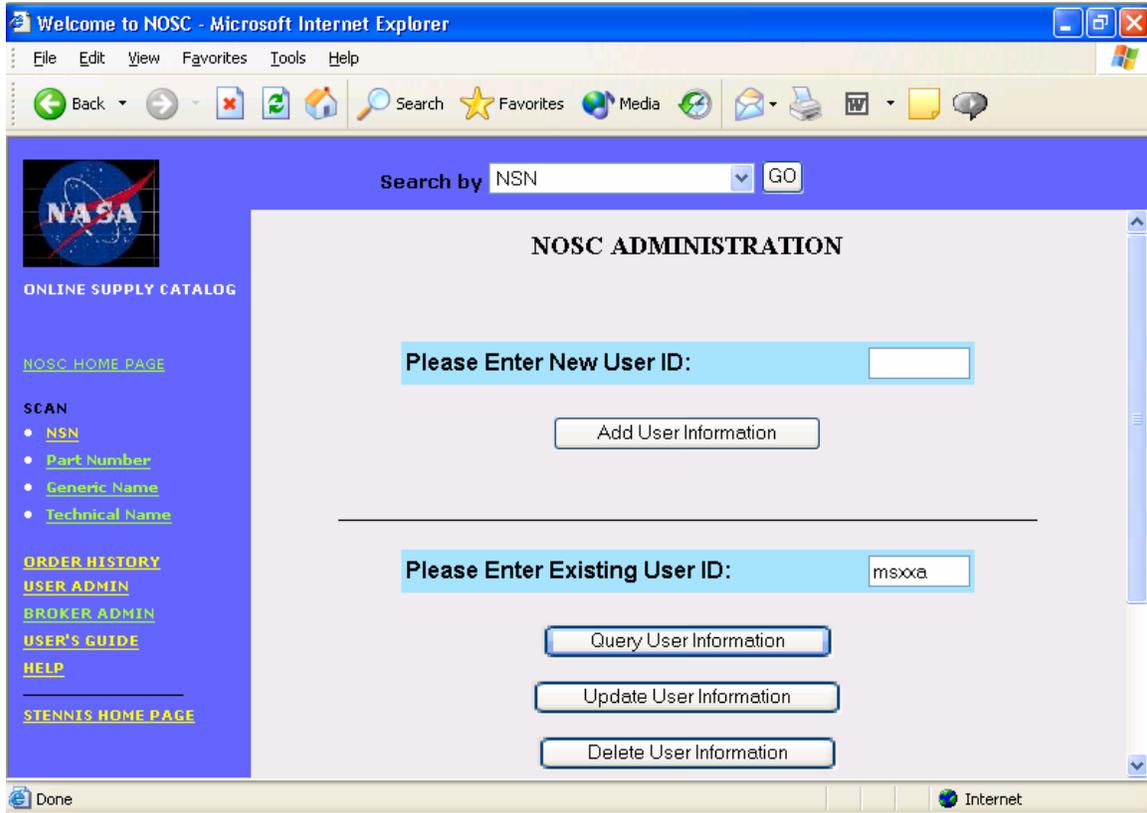
The screen below shows a new user that was added with a blank Catalog Access Only field. This user will be able to view the NOSC catalog and place orders.



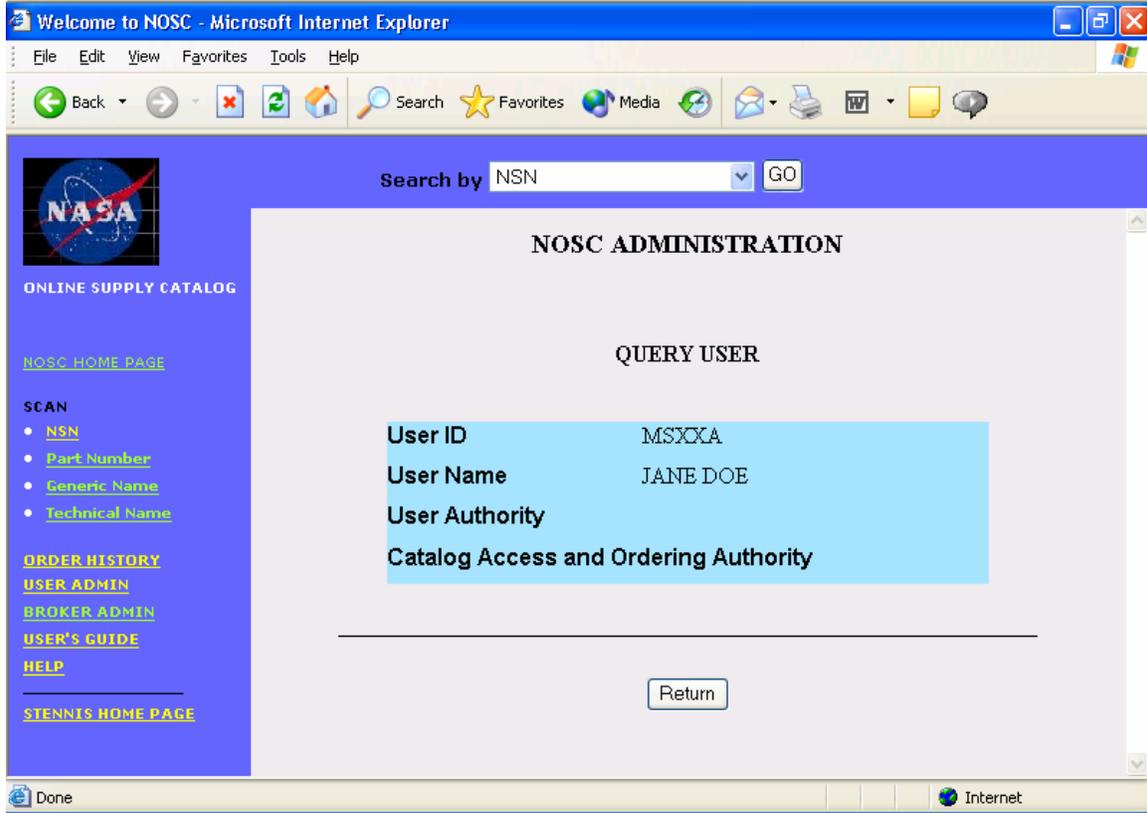
After viewing the User Added Screen, the administrator should click the **Return** button to return to the first NOSC Administration Screen.

## QUERYING USER INFORMATION

To query the information about an existing user in NOSC, the administrator should enter the existing user id and click the **Query User Information** button.



The Query User Screen will be displayed. The current information relating to the user id will be displayed. No changes can be made to the data from this screen.

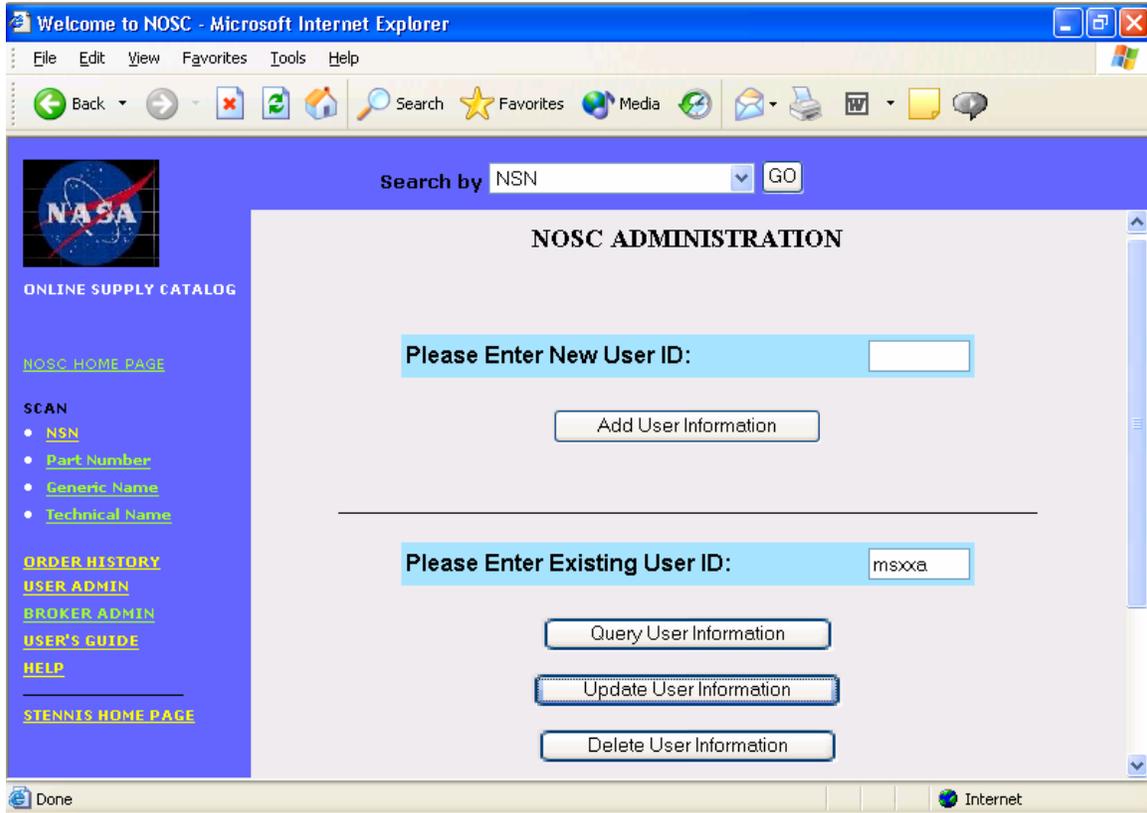


### **QUERY USER SCREEN**

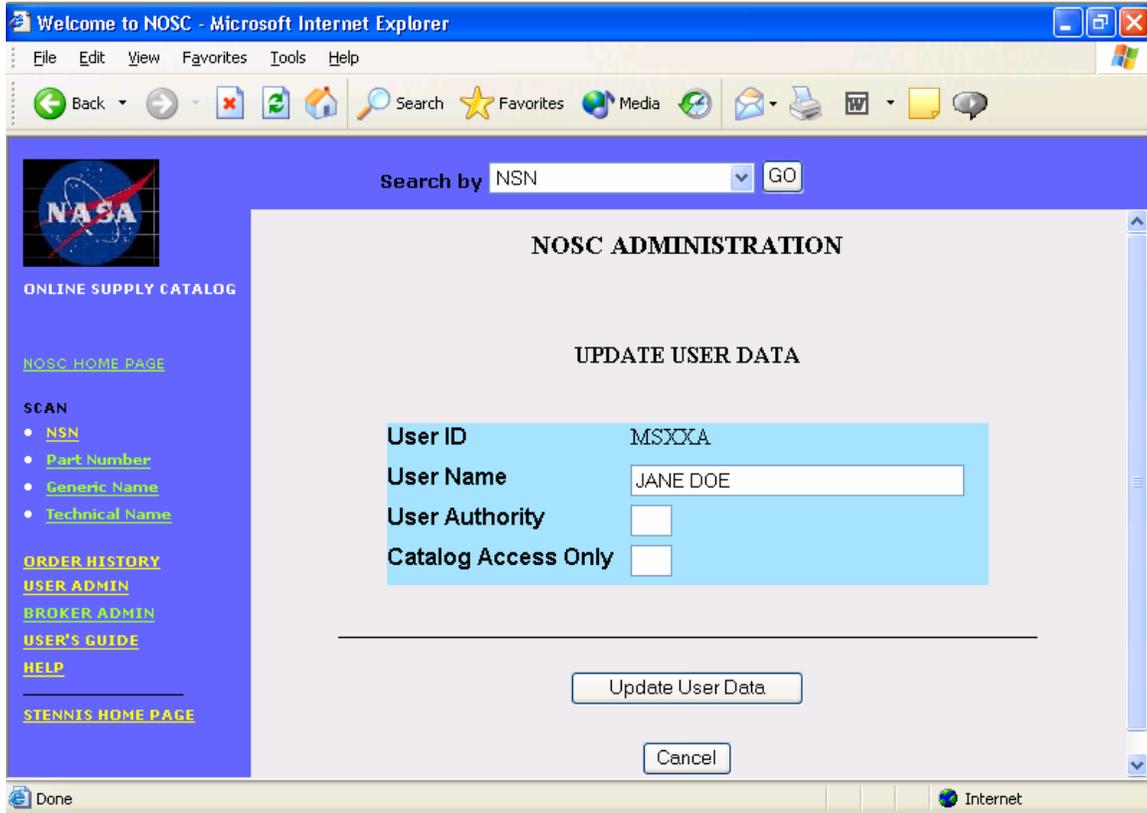
The administrator should then click the **Return** button to return to the first NOSC Administration Screen.

## UPDATING USER INFORMATION

To update the information of an existing user in NOSC, the administrator should enter the existing user id and click the **Update User Information** button.

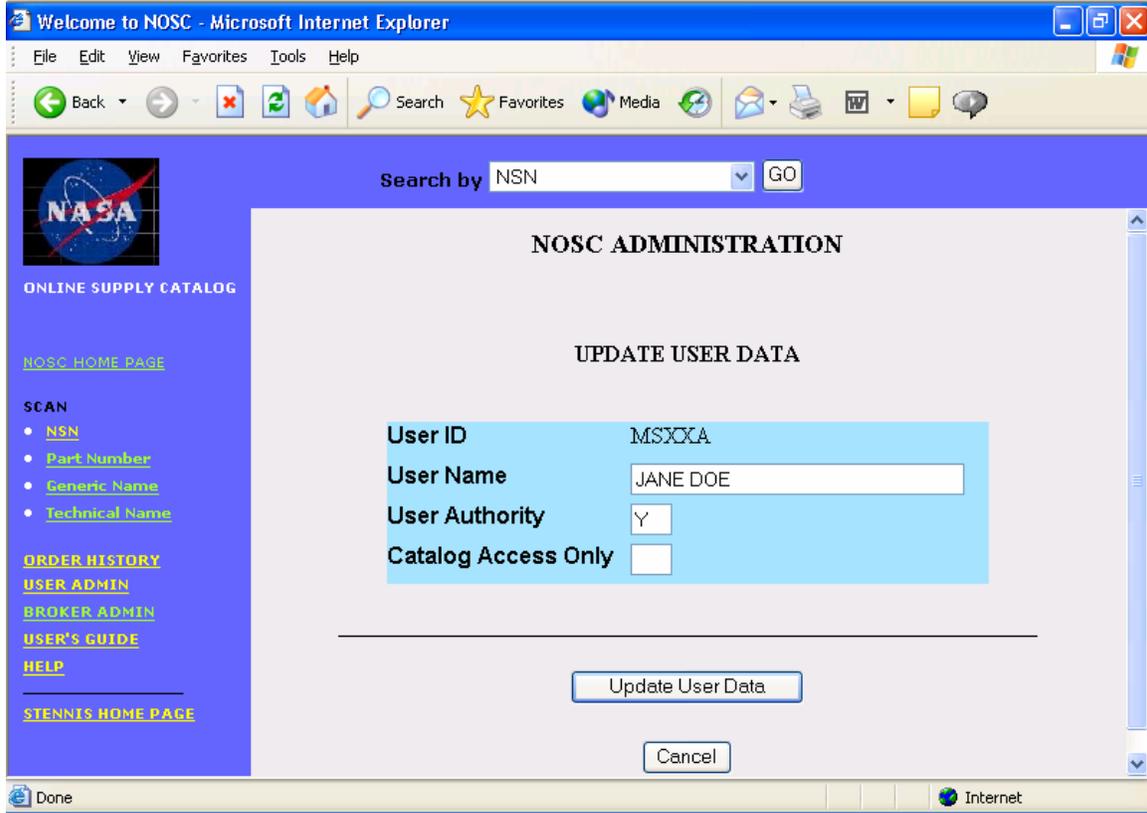


The Update User Data Screen will be displayed.

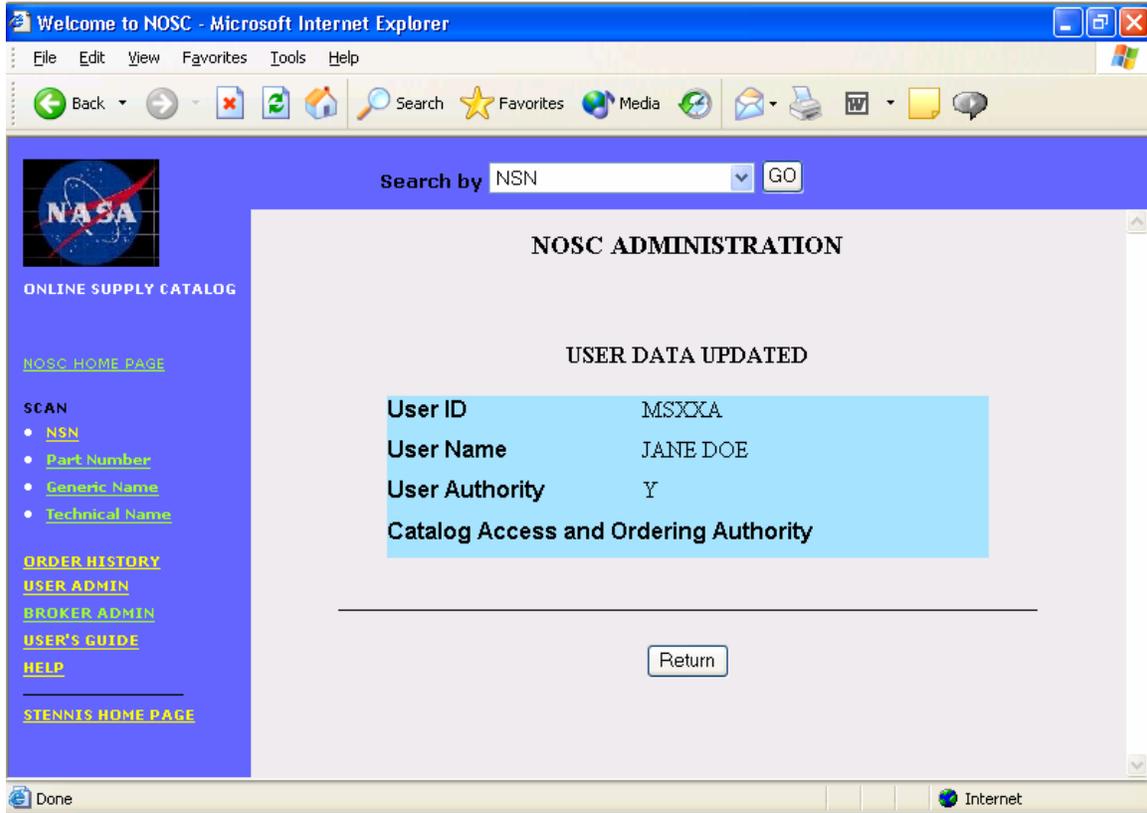


**UPDATE USER DATA SCREEN**

The administrator should then make the desired changes and click the **Update User Data** button.



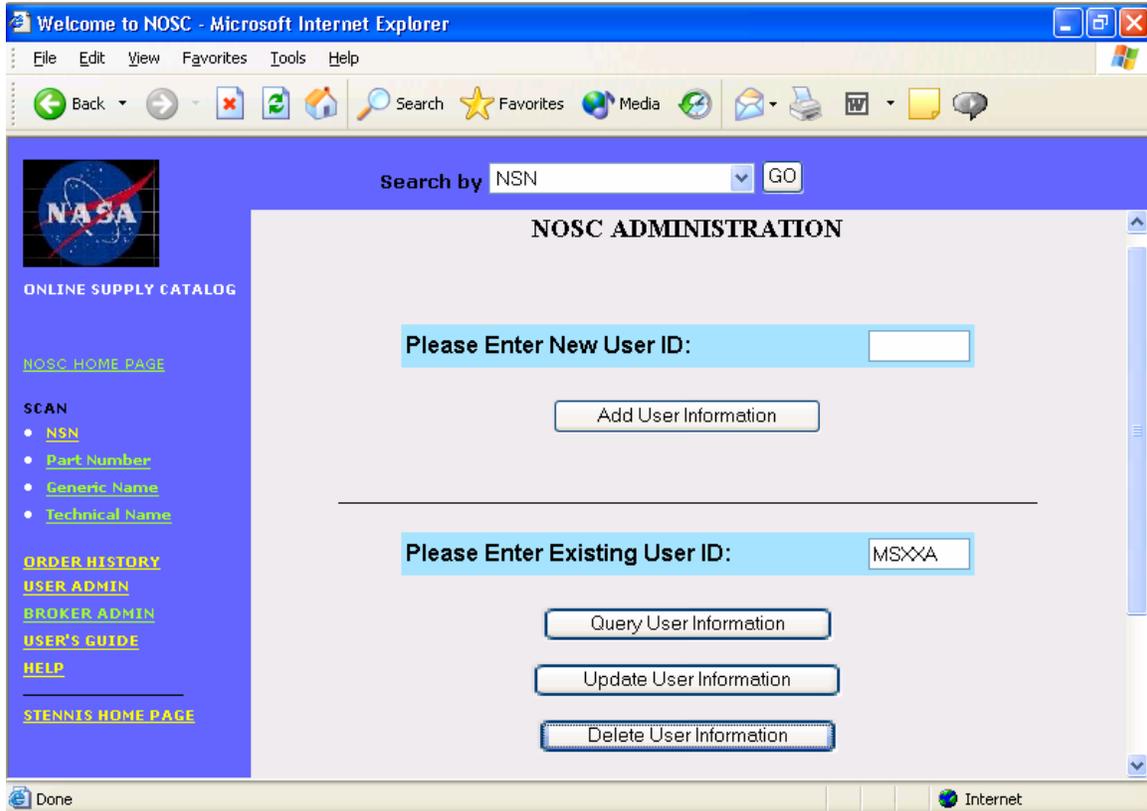
The screen displayed will show the user information as it is after it was updated.



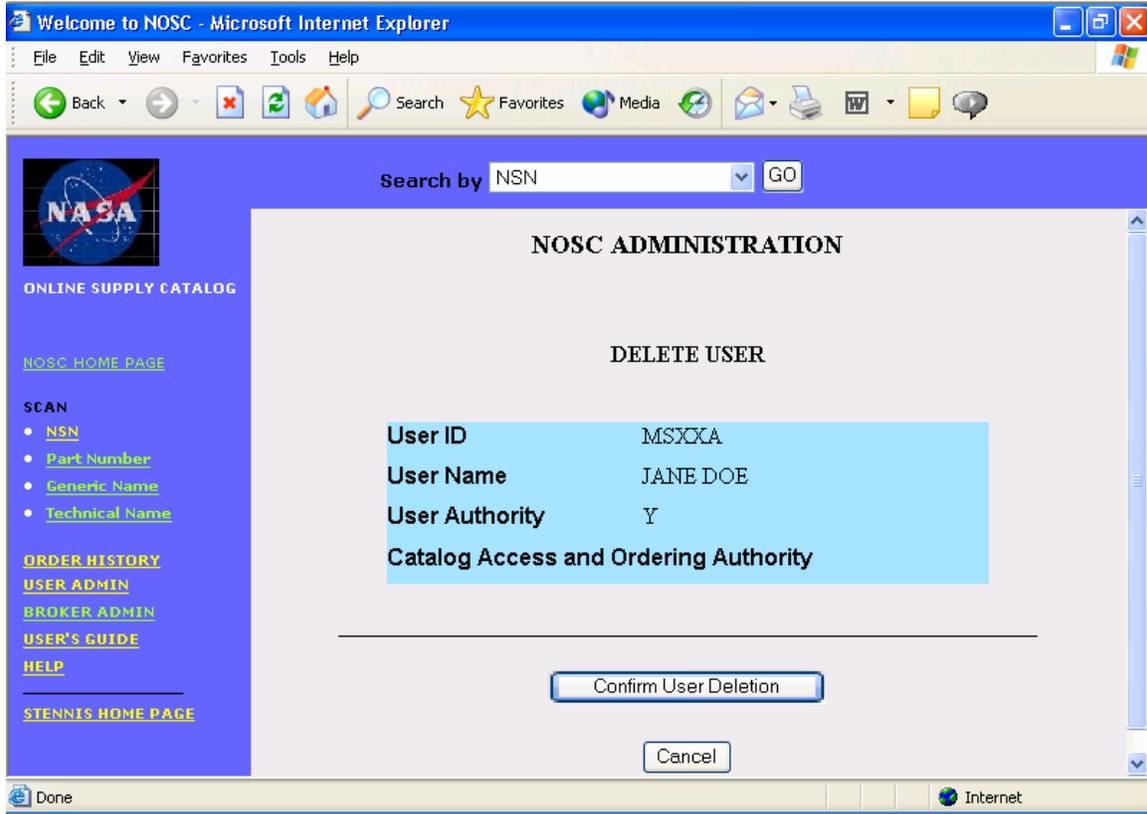
The administrator should then click the **Return** button to return to the first NOSC Administration Screen.

## DELETING USER INFORMATION

To delete an existing user in NOSC, the administrator should enter the existing user id and click the **Delete User Information** button.

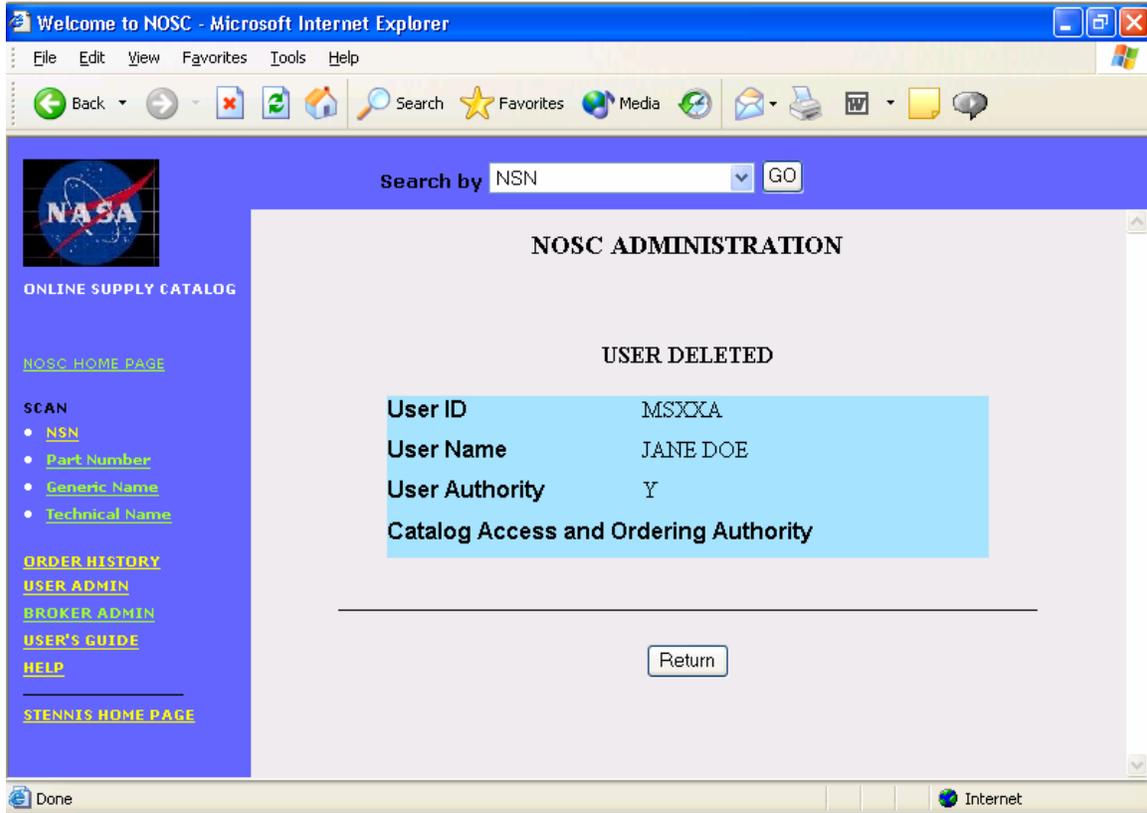


The current user information will be displayed on the Delete User Screen. If this is the information that the administrator wishes to delete, they should click the **Confirm User Deletion** button.



**DELETE USER SCREEN**

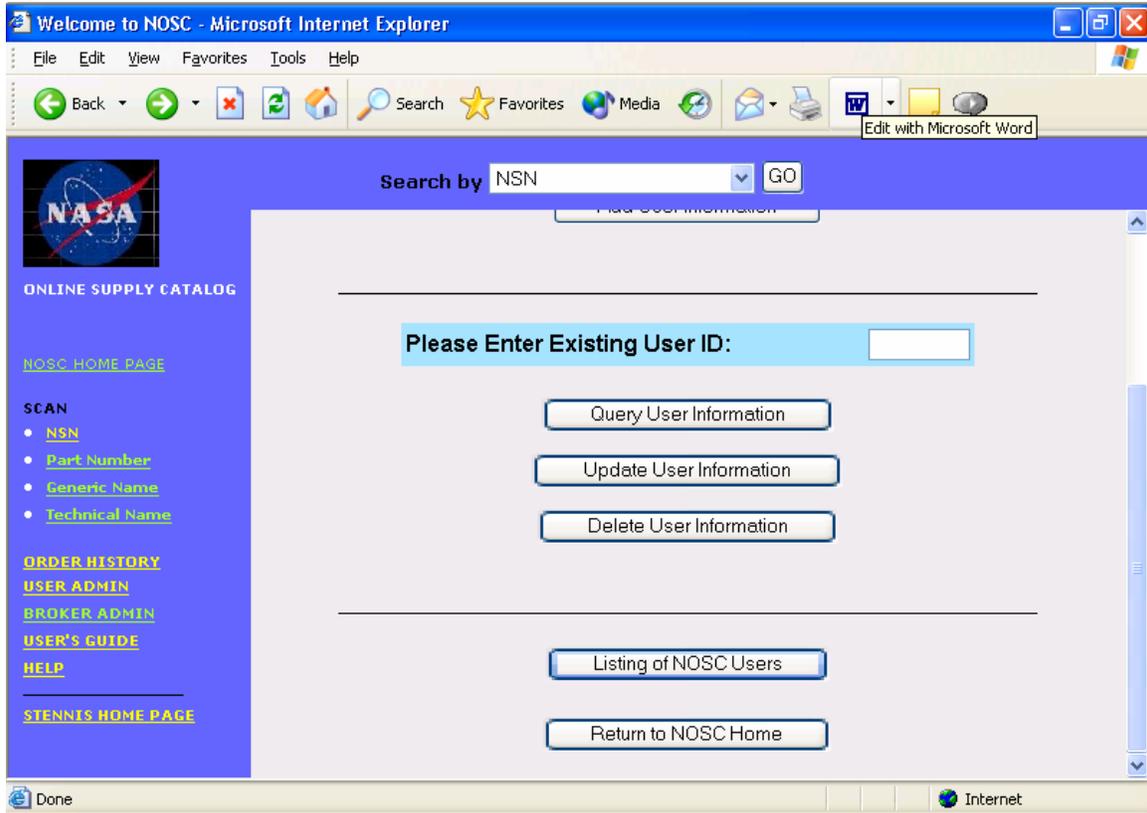
The User Deleted Screen will be displayed.



The administrator should then click the **Return** button to return to the first NOSC Administration Screen.

## LISTING OF NOSC USERS

If the administrator is unsure of the desired user id, they can click the **Listing of NOSC Users** button on the NOSC Administration Screen.



The information for the current users of NOSC will be displayed. The administrator can scroll through the listing by using the scroll bar, **Prev Page** button, and **Next Page** button. To return to the first NOSC Administration Screen the administrator should click on the **End Listing** button.

Search by

### NOSC ADMINISTRATION

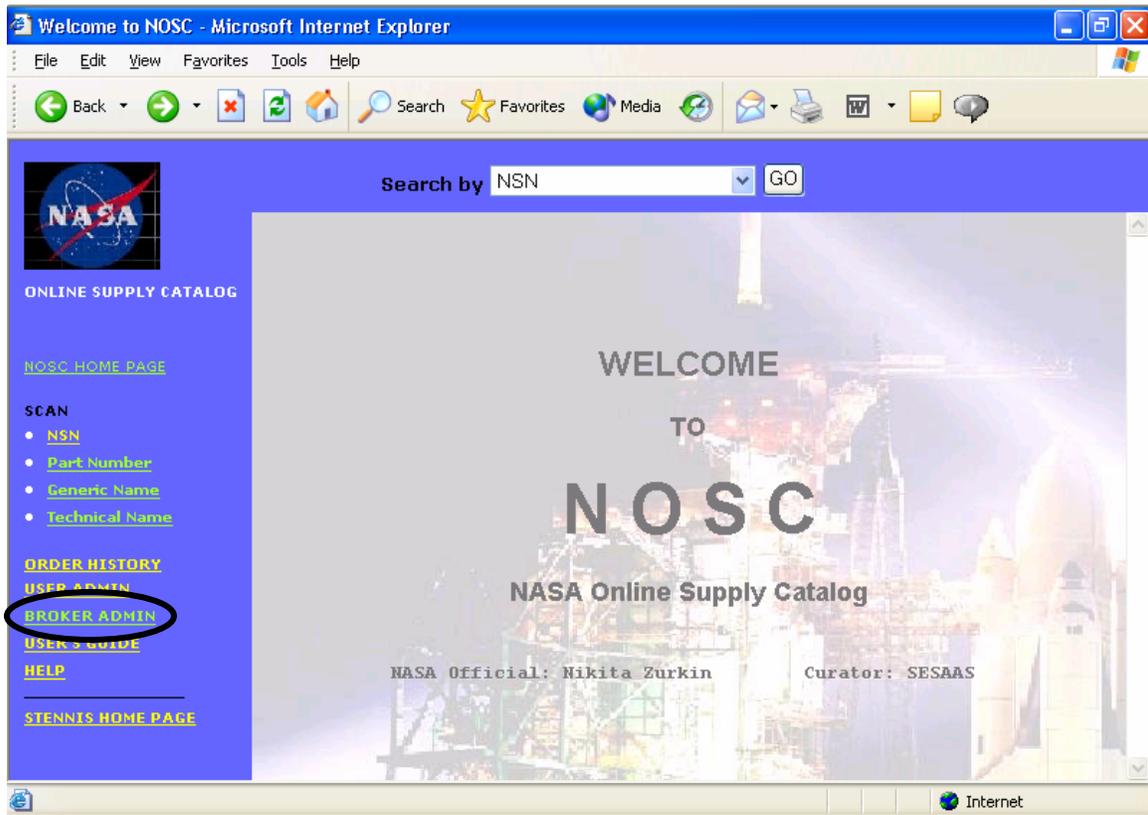
#### LISTING OF NOSC USERS

<u>USER ID</u>	<u>USER NAME</u>	<u>AUTHORITY</u>	<u>CATALOG ONLY</u>
00000001	CHAPMANN STEPHEN C		
00000002	BALLANCE J E		
00000007	REID BEN G		
	ADENIATTY ALBERT		

Internet

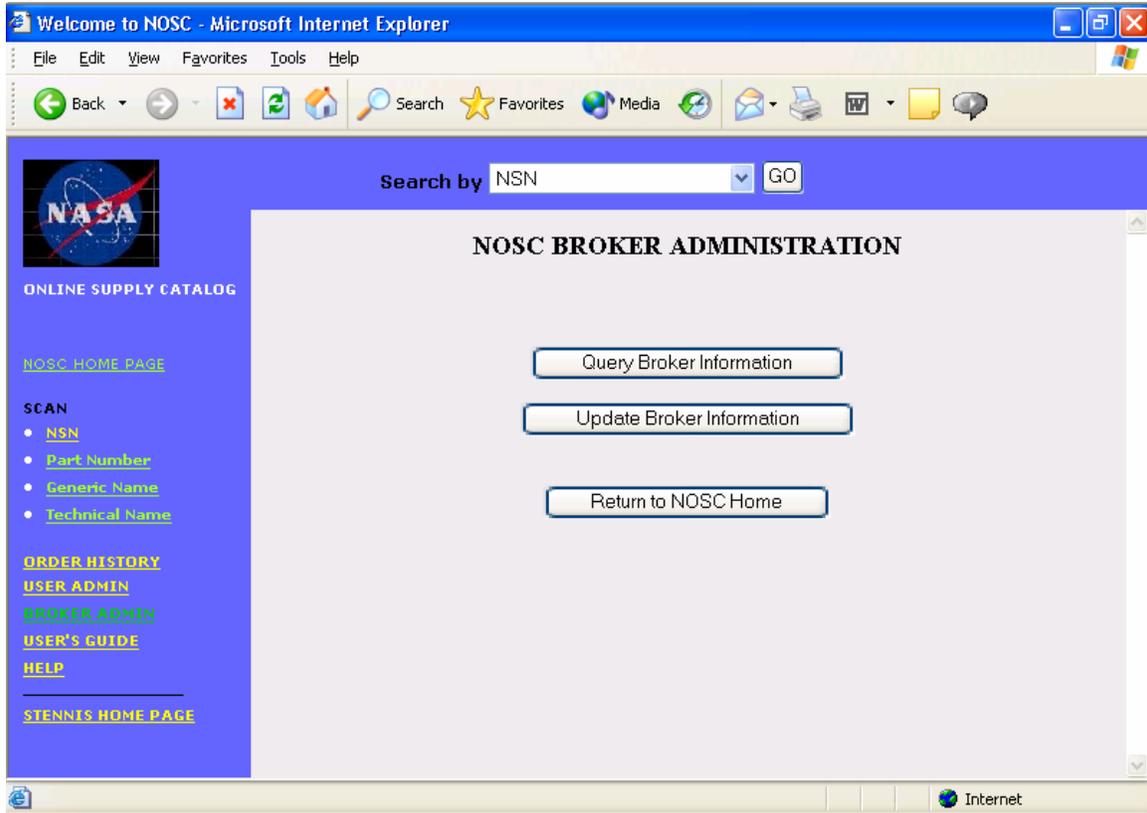
## BROKER ADMIN

The NOSC Broker Admin process is used to enable/disable the real-time interface to NSMS and IFMP (if your center uses it). This option allows center administrations to disable access to NSMS when the system is down for release installations, system upgrades, month-end/year-end closeout, or other maintenance activities ordering authority to users of the application. This option is shown on the left side of the NOSC Home Page for any administrator of the application. The administrator should click on the Broker Admin link and the NOSC Broker Admin Screen will be invoked.

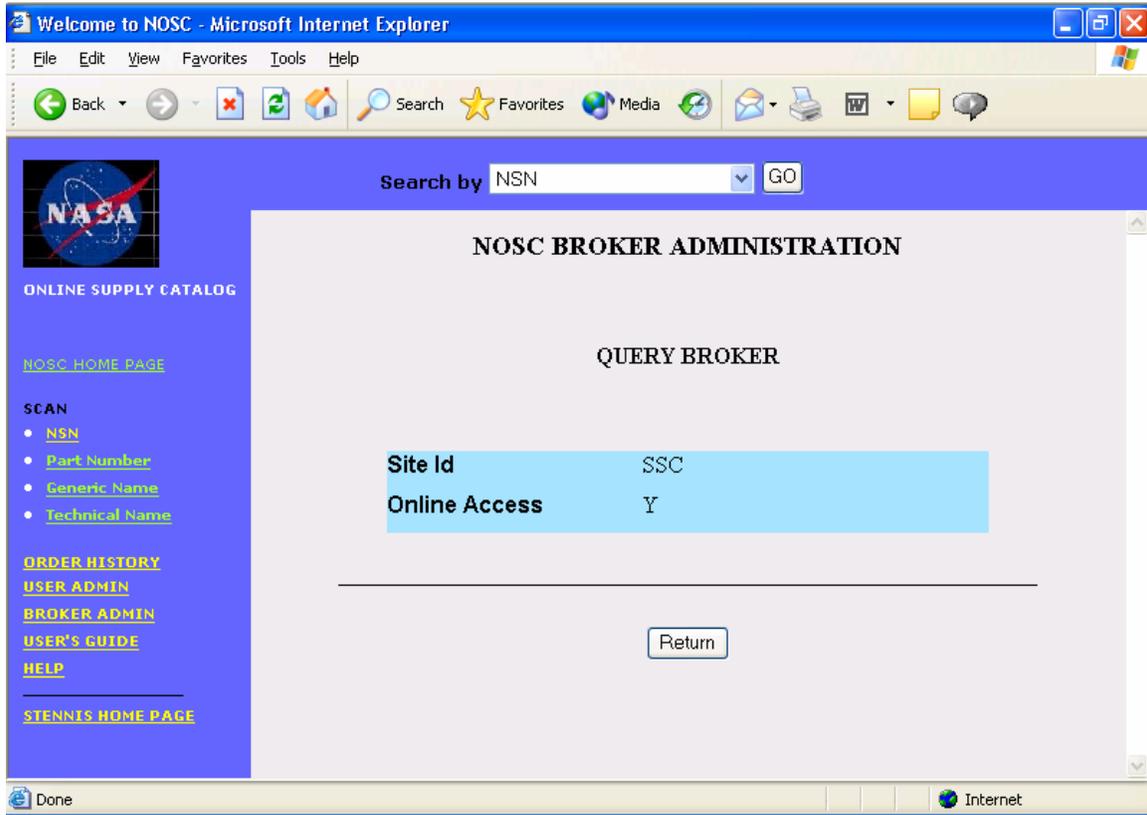


## QUERYING BROKER INFORMATION

To query the current real-time interface status to NSMS, click the **Query Broker Information** button.



The Query Broker Screen will be displayed showing the current **Online Access** status. No changes can be made to the data from this screen.

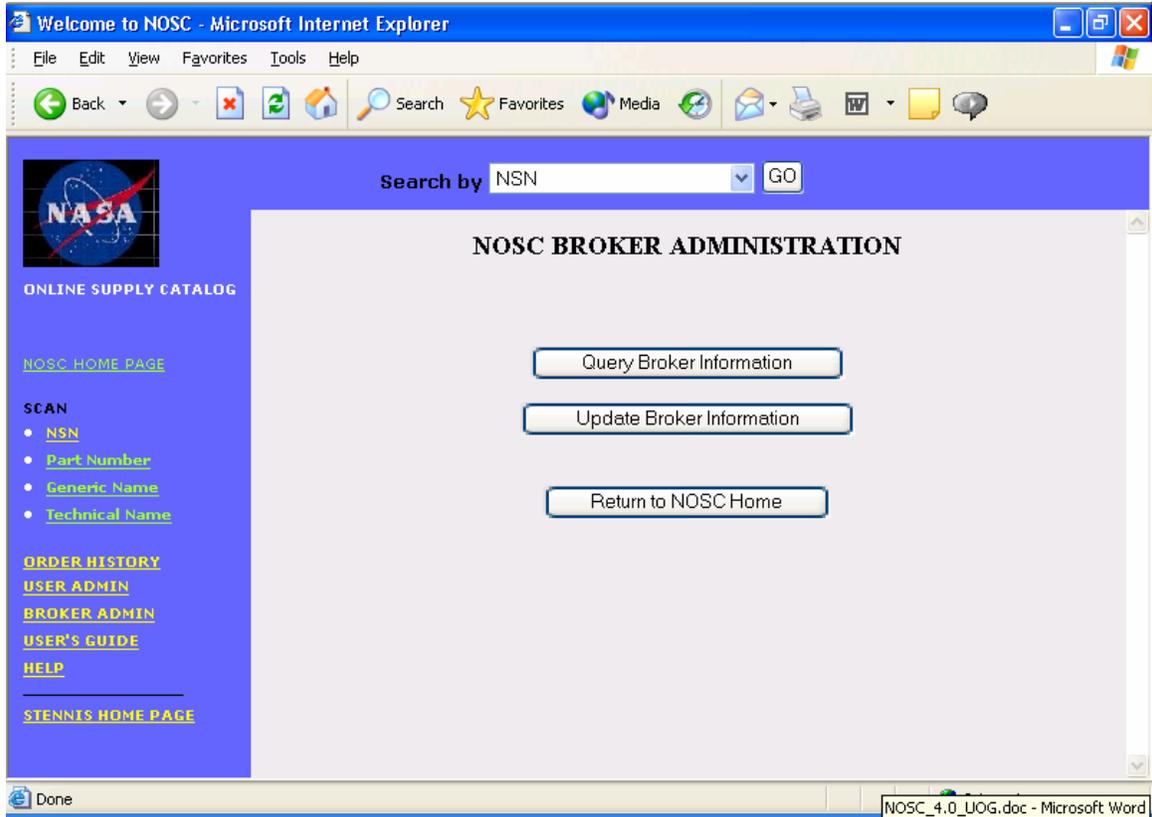


### **QUERY BROKER SCREEN**

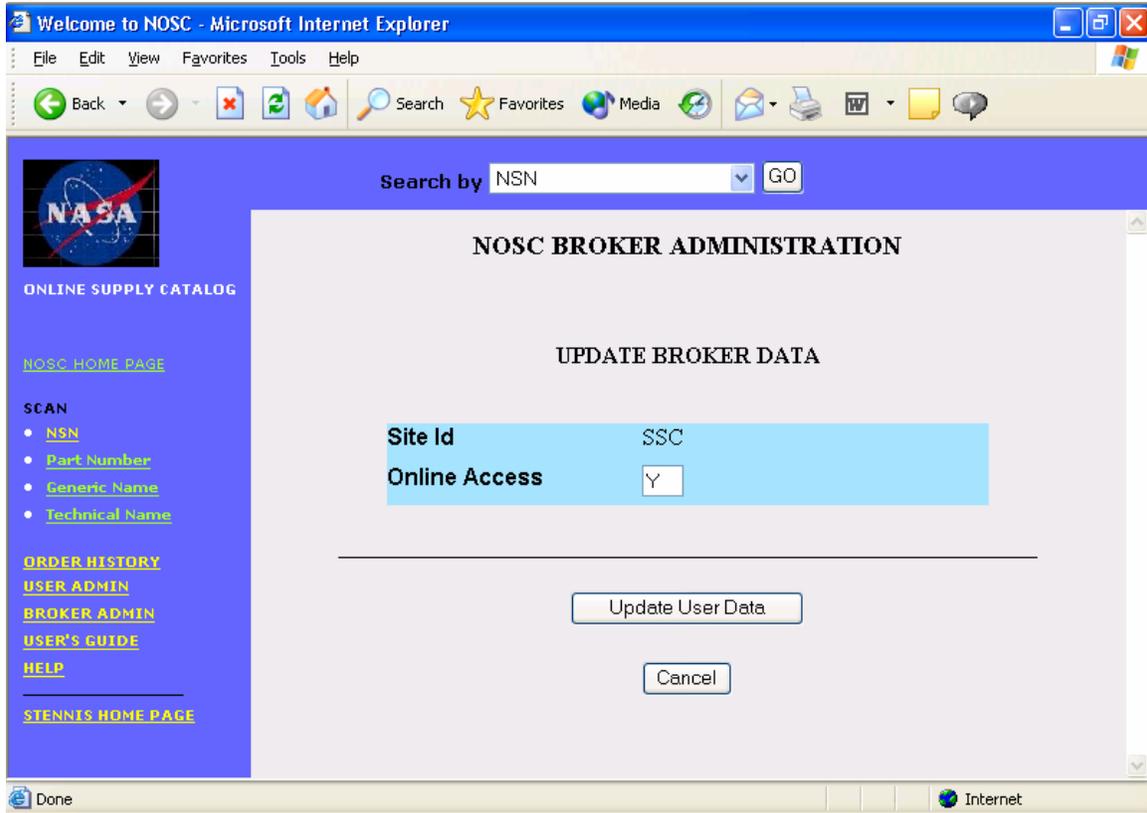
The administrator should then click the **Return** button to return to the first NOSC Broker Admin Screen.

## UPDATING BROKER INFORMATION

To update or change the Online Access indicator in NOSC, the administrator should click the **Update Broker Information** button.

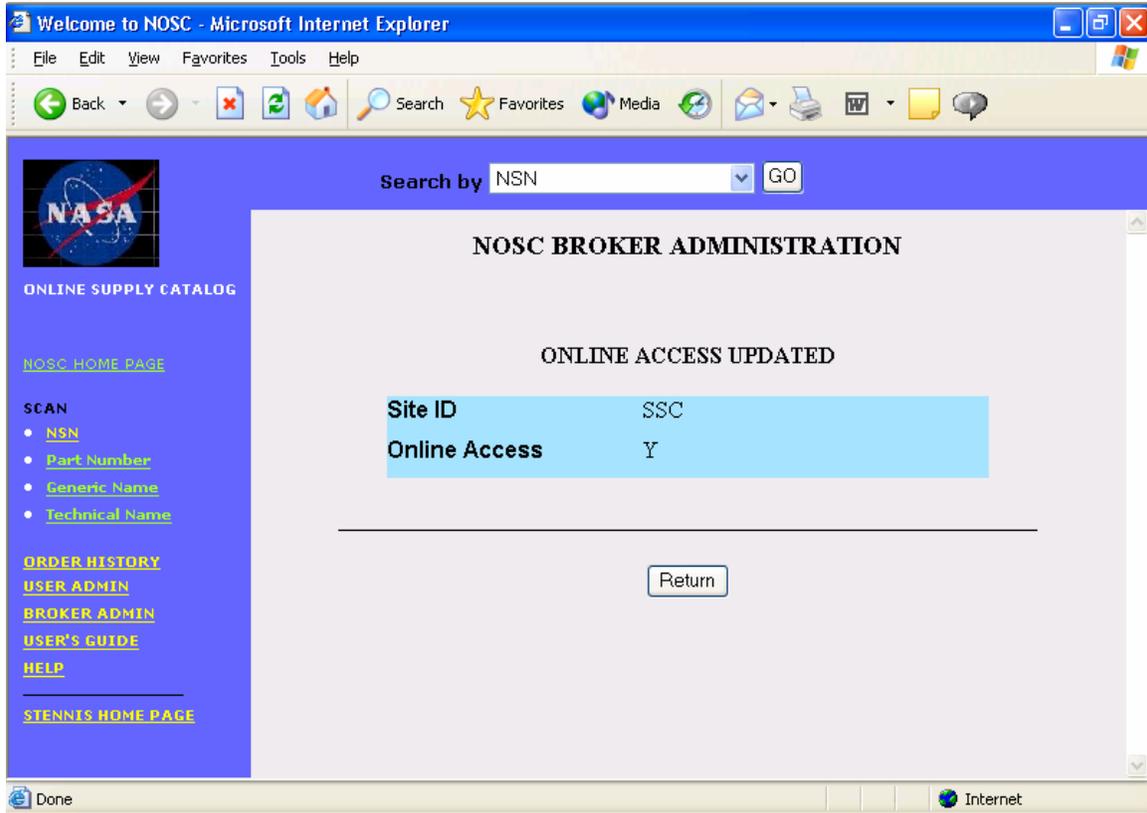


The Update Broker Screen will be displayed. The administrator may enter N for the Online Access indicator to prevent users from interfacing with NSMS real-time. Click the **Update User Data** button to save changes.



**UPDATE BROKER DATA SCREEN**

The screen displayed will show the Online Access status after it was updated. When NSMS is available again, the administrator must use the Update Broker Information function to set the Online Status indicator to a Y.



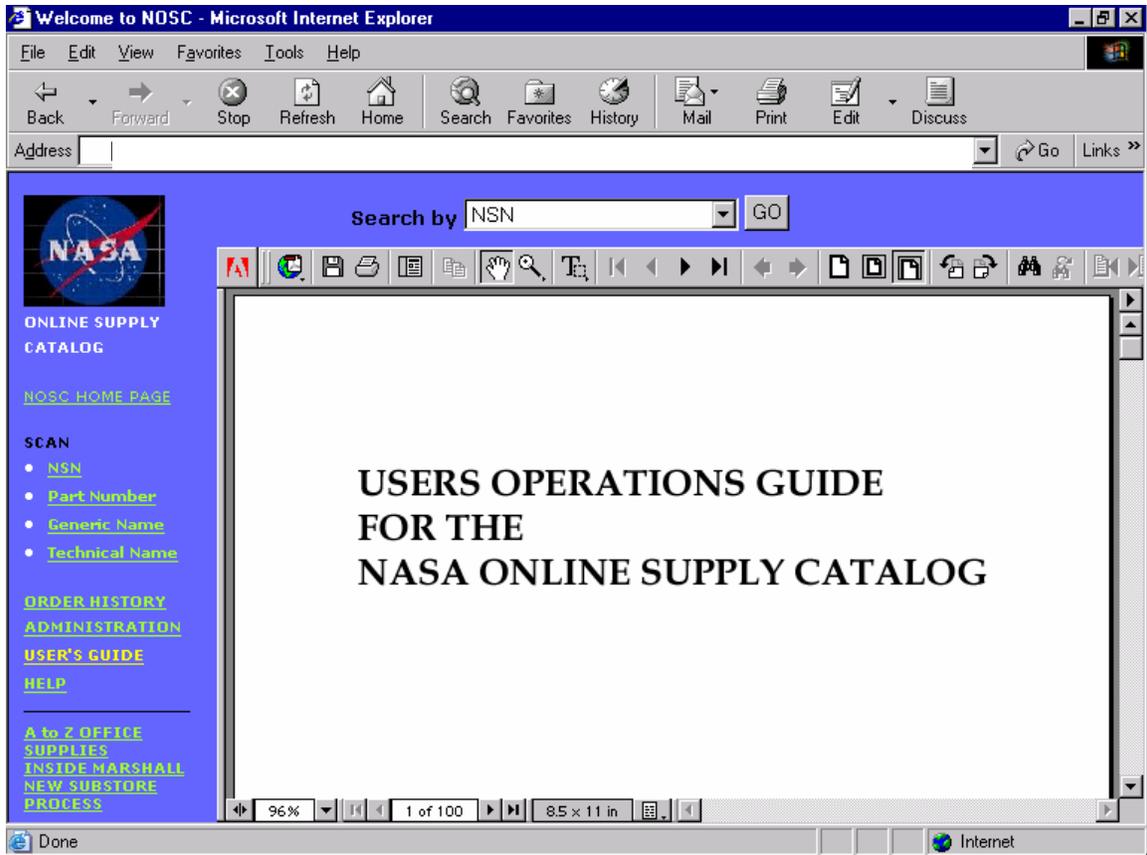
The administrator should then click the **Return** button to return to the first NOSC Administration Screen.

## USER'S GUIDE

When the user clicks on the User's Guide link on the left side of the NOSC Home Page, a PDF version of the Users Operations Guide for the NASA Online Supply Catalog is displayed.



***NOSC HOME PAGE – USER'S GUIDE LINK***

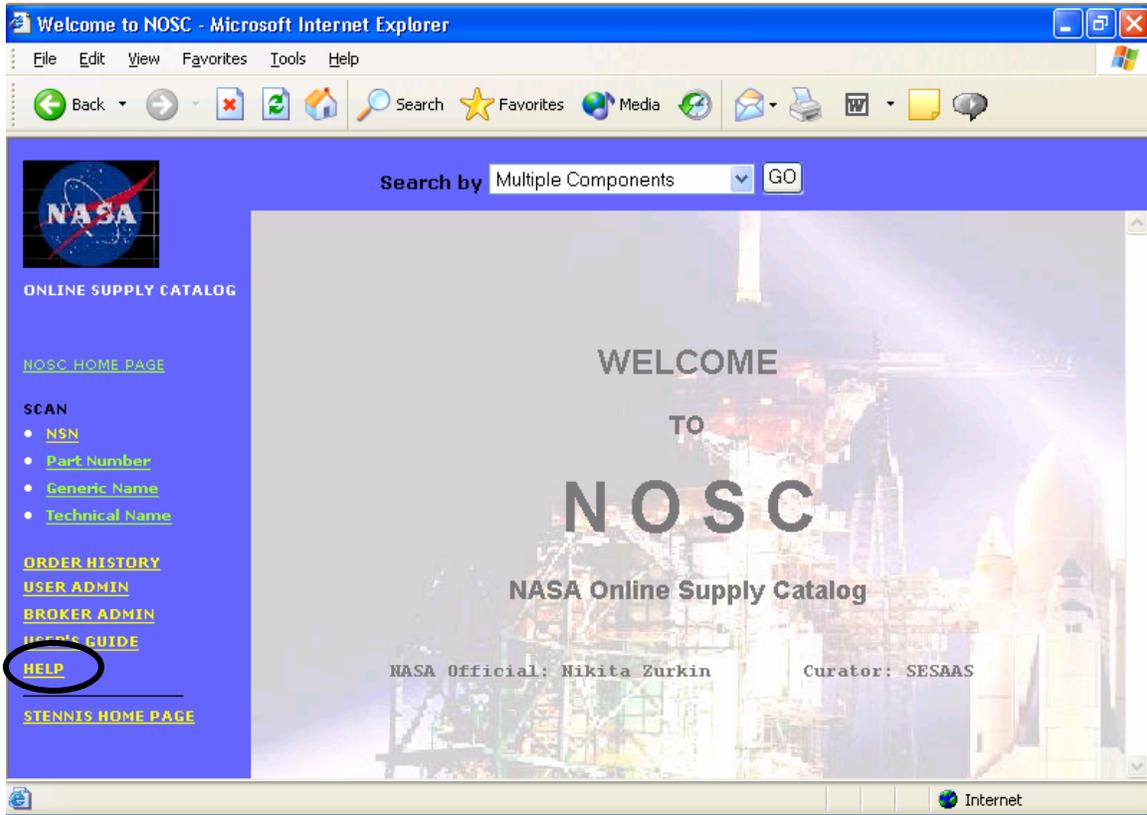


### ***USERS OPERATIONS GUIDE***

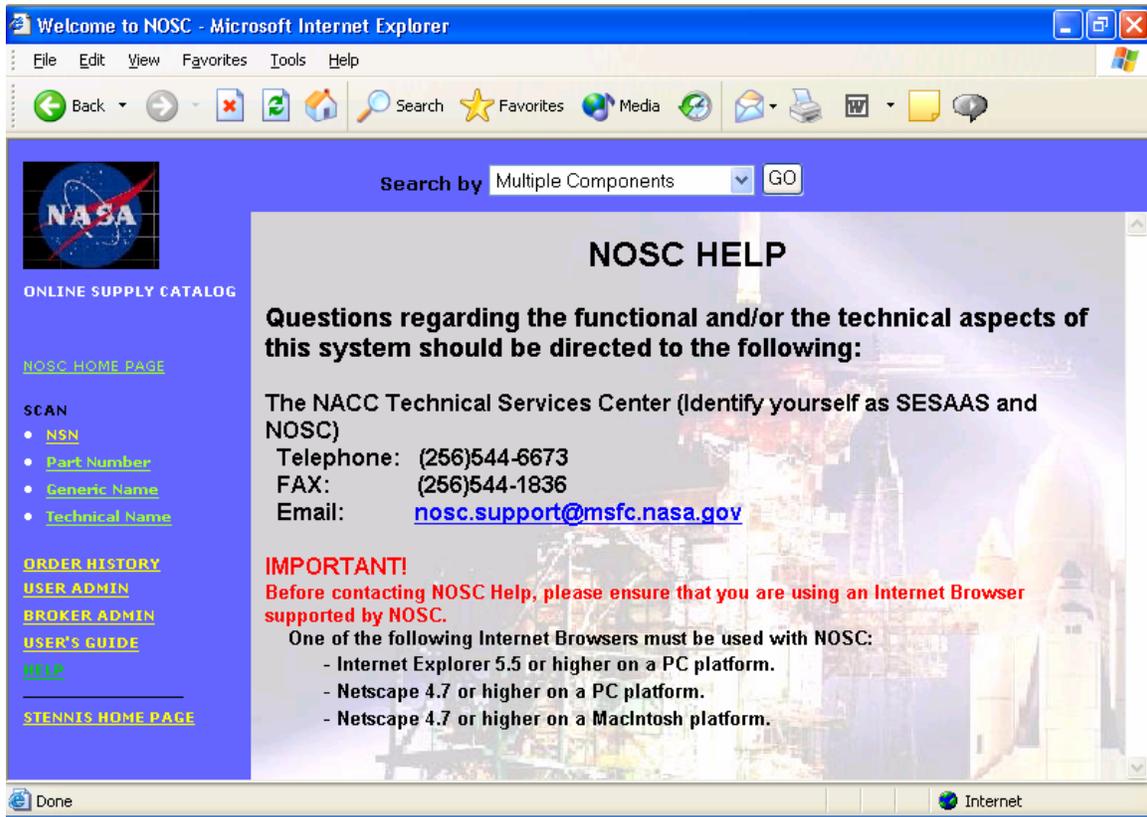
The user can use the scroll bar at the right side of the screen to view the Users Operations Guide in its entirety.

## HELP

When the user clicks on the Help link on the left side of the NOSC Home Page, a screen will be displayed that tells the user where to direct questions about or requests for help with NOSC.



**NOSC HOME PAGE – HELP LINK**



### HELP SCREEN

Phone numbers and an email link are provided for the user to utilize to garner support of problems that they are having with the NOSC application.